



Remington Park

HOMEOWNER GUIDE

Last Updated: January 2024

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WELCOME FROM THE BOARD

Welcome to Remington Park!

As a Board, we encourage and support a Homeowners Association of neighbors who work together to increase property values, maintain our common amenities and promote the spirit of a respectful and caring community of family and friends.

The Remington Park HOA exists to serve all of the Homeowner Members per our adopted Mission and Vision statements.

Mission

The Remington Park HOA is dedicated to meeting the expectations and priorities of its residents. Safety, security and property value growth are the bedrock principles that guide the association. A commitment by residents and its HOA Board of Directors assures that Remington Park remains a neighborhood committed to high quality of life, respect of neighbors and one that welcomes new homeowners.

Vision

Remington Park is today, and will be throughout this decade, one of the most desired neighborhoods in Colleyville. Entrances, common areas, and recreational areas will be continually updated to deliver an unmatched appeal that draws new residents to the neighborhood while providing current residents an exceptional environment to call home. Likewise, residents that elect to upgrade their home will be committed to architectural standards that preserve property values for themselves and their neighbors.

Please read this manual in its entirety to get information on all the details of our community.

As the community nears almost 24 years old the Board is focused on executing our long-term reserve expenditures strategy to maintain and upgrade the infrastructure of our community including ponds, tennis court, playground, trails, pool and cabana all while we continue to do the routine maintenance upkeep that ensures our neighborhood common areas look great! We also take pride in hosting our community building social events.

As always, our intent is to include the community every step of the way whether it be through attendance at our quarterly board meetings, participation in annual surveys, information sharing in our monthly email newsletters, or contact us anytime via the contact page on the RP website.

Sincerely,

Your HOA Board of Directors

HOA COMMUNICATIONS

1. Remington Park HOA uses eBlast emails to keep residents informed of all timely events/activities/HOA Board news. Look for emails from **RP Comms** for special events notices and regular news updates.
2. The RP website is where all official HOA documents are stored for residents to access (By-Laws, CCR's, Board minutes), is where to go to submit an Architectural Review Approval, and serves as a resource for community information (address book, RP neighborhood map).
3. There is a private Remington Park – Colleyville, TX Facebook group. While not officially maintained by the HOA, it does serve as a means for residents to share neighborhood information and foster greater community connectedness.

THE REMINGTON PARK WEBSITE

The RP website is a companion information repository to this manual and can be found here:
<https://remingtonpark.org/homepage.aspx>



HISTORY OF REMINGTON PARK

Remington Park was developed beginning in 1998 by Larry Cole, a former Dallas Cowboys defensive lineman. Multiple builders were involved to build the individual homes. The RP community was built in 4 phases with the last phase completed in 2010.

The entire area in Colleyville at this time was small farm plots and the land for the Remington Park build-out was no different. A dairy used to be located at what is now McPherson Park and just west of our McDonwell Entrance was a Country & Western dance hall by the name of 9 Acres. The property for the community was cobbled together from these different farms in the area. The last phase was built on the Jackson property – of which you can still see the original farmhouse at 6110 Mustang Trail. The exterior was covered in Austin limestone but its ranch style is distinctive within the community.

As is the case with almost all neighborhood developments the developer is heavily involved in the early running and control of the HOA for the first couple years. Since 2000 the HOA has been self-managed by homeowners with assistance of a Property Management company to handle our financial transactions (dues collection and bill paying). The community exist for the benefit of all homeowners and due to the valuable time and effort of volunteer board and committee members.

RP is not a gated community and the question comes up often on the possibility to convert it to a gated one. The city of Colleyville will not allow us to gate Remington Park for two reasons: 1) Remington Parkway is an access route for emergency vehicles to travel from McDonwell Rd and LD Lockett, and 2) gated communities require a turn-around at all entrances -- there is not sufficient space for this at all entrances into RP. Financially, gated communities are entirely responsible for the road maintenance of ALL streets within their neighborhood (they are private roads) at a significant financial cost. It may not be much when communities are first built but 20 or 30 years down the road the maintenance upkeep of streets can be substantial.

Remington Park is fully built and includes 214 homesites in our community.

→ See the Remington Park map here:

https://remingtonpark.org/Libraries/Association_Documents/Remington_Park_Map.sflb.ashx

SERVICE PROVIDERS

Tennis Court and Pool/Cabana Keys

To Request a KEY for the Pool or Tennis Court, please complete the Request Form found on-line at the RP website Home Page.

<https://remingtonpark.org/homeowner/online-forms/pool-access.aspx>

Trash Pickup

- Is managed by the City of Colleyville
- Pickup days are Monday and Thursday
 - Monday for Trash
 - Thursday for Trash and Recycles
- **A REMINDER:** Trash receptacles are allowed to be placed out the night before and must be removed in the evening of the pickup day.

Electrical Service

Service is provided by Tri-County Co-op or Oncor depending where you live within RP.

Gas Service

Service is provided by Atmos.

Schools

RP is served by Keller ISD and Grapevine/Colleyville ISD, again depending where you live within RP. Welcome to Texas where you can live in one city but belong to the school district of a neighboring city.

HOA Management Company

Property Management Group
10340 Alta Vista Rd #C
Fort Worth, TX 76244
817-337-1221

WHAT IS THE ROLE OF THE HOMEOWNERS ASSOCIATION?

The overall purpose of the Board of Directors and the Association is to run the business of the community. This includes tasks like making contracts, upkeep of the common areas, managing the financial business, and help coordinate between committees and residents.

In addition to the business side, the other important function is to ensure residents follow the rules as outlined in the governing documents.

Meetings

Annual Meeting

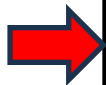
The Association is required to hold an Annual Members (homeowner) Meeting each year. Per the RP Bylaws, this meeting is to be held in the second week of November each year.

Board Meetings

Additionally, the Board holds regular meetings each quarter and can call special Board meetings as needed.

All of these meetings are open to any resident that wants to attend.

- All homeowners will receive a newsletter email notice for the annual meeting and all quarterly meetings
- You will find agendas for all meetings on the RP website



You MUST Be Registered on the RP Website to Receive Notices for HOA Meetings and to Receive ALL IMPORTANT Communications

DECLARATION AND BYLAWS

What are governing documents?

Governing documents for Remington Park are the Declaration (CCRs), Bylaws, and Association Rules.

What's the difference between the CCRs, Bylaws and Rules?

The CCR's (Covenants, Conditions, and Restrictions) "constitutes a private contractual agreement between the owners of all properties subject to such Declaration that each such owner is bound and obligated to comply with." The Bylaws "are the rules adopted by a nonprofit corporation to provide for its management and administration". Rules "include any guidelines, rules and policies the Association adopts under the authority granted to it by the Declaration".¹

What is the Governance for RP?

The current consolidated and amended Declaration of CCRs for Remington Park was adopted Nov. 20, 2009. The original development CCRs were adopted Jan. 6, 1998 for Phase 1 and each subsequent development phase enacted separate Declarations. In 2009, the Board of Directors and a 70%+ majority of all homeowners agreed to consolidate and amend each of the RP declarations into a single instrument. The Board has the authority and power to issue CCR addendum policies that clarify and/or detail execution standards whenever the Texas State legislature passes HOA laws that pertain to newly permitted items. Policy addendums as well as the CCRs can be found on the RP website. In order to amend, modify and/or change the Declaration, the community must vote and at least seventy percent (70%) of all the members of the Association must approve.

The current Revised Bylaws were adopted Nov. 13, 2000. Per Section 1.04 of the Bylaws², the Bylaws can be amended by a vote of a majority of the homeowners.

Per Section 8.03 of the CCRs³, the Board has the authority to adopt **rules and regulations for use of the Common Areas**. This includes: walking trail, ponds, playground, tennis court, pool and cabana. Remington Park's amenity rules are found on the RP website. All Owners and occupants shall abide by any rules and regulations adopted by the Board. The Board shall have the power to enforce compliance with said rules and regulations by all appropriate legal and equitable remedies, and an Owner determined by judicial action to have violated said rules and regulations shall be liable to the Association for all damages and costs, including reasonable attorney's fees, incurred by the Association in connection therewith.

¹ Cagle, G. S. (2020). *Texas Homeowners Association Law: the Essential Legal Guide for Texas Homeowners associations and homeowners*. Maitland, FL: Two Harbors Press.

² Bylaws Section 1.04

³ CCRs Section 8.03

Full copies of Bylaws, CCR's and all Policy Addendum Updates are found on the RP website here: <https://remingtonpark.org/documents/governing-documents.aspx>

Our Governing Documents listed there are:

- Articles of Incorporation
- Bylaws
- CCRs
- CCRs – 2012 Policy Addendum Updates: [covers solar devices, rainwater harvesting, flag display and flag pole installation, display of religious items, email registration, records inspect/copy/retention, and assessment collection policies].
- CCR's – 2020 Mailbox Policy Addendum
- CCR's – 2021 Policy Addendum Updates: [includes procedures & policies for: CCR violation hearing, Architectural review, Board meeting notice requirements, service contract bids, pool enclosure and security measures, religious displays, and notice & posting of association governing documents].
- CCR's – 2022 Holiday Lights Policy Addendum
- CCR's – 2022 Accent Lights Policy Addendum
- CCR's – 2023 Leasing Restrictions Policy Addendum
- CCR's – 2023 Fining Policy Addendum
- CCR's – 2024 Collection Policy Addendum

FINANCES

The finances of the association are managed by the Treasurer and the Finance Committee. Each year an annual budget for expenses and reserves is developed, voted on and approved at the annual meeting. During the year, monthly financial reporting is done. The following monthly reports are published on the RP website:

- Monthly P&L
- YTD Budget vs. Actual Expenses
- Balance Sheet

<https://remingtonpark.org/homeowner/homeowner-documents/financials.aspx>

ANNUAL BUDGET vs. RESERVES

The Annual Budget funds the yearly routine operating expenses to maintain our community. In addition, we budget a yearly reserve contribution that goes into a Reserve savings account to fund long-term non-reoccurring expenses...these are expenses usually associated with maintaining infrastructure items in our community that have a useful life (e.g., tennis court resurfacing, swimming pool resurfacing, pond dredging, playground equipment, cabana roof/paint). The association continuously updates a 20-year plan of these types of future expenses and works to build up the Reserve savings account to pay for these expenses in the year that they are required. When Reserve \$ are spent, this spending is in addition to the yearly operating expenses and the money is paid directly from the Reserve savings account. Most recently we have spent Reserve dollars to replace the playground equipment and rebuild walking trail sidewalks and bridges in 2021 and repair pond spillways in 2022.

The Annual Budget can be found here:

<https://remingtonpark.org/homeowner/homeowner-documents/budget-documents.aspx>

DUES

- The amount of Homeowner Dues is set by simply taking the annual approved budget and dividing by the 214 homes in our community
- Annual dues can be paid all at once in Jan or paid in two equal payments due in Jan. and July
- PMG handles the billing for homeowners dues

HOA COMMITTEES

Finance Committee (lead by Treasurer)

Comprised of President, 1st Vice President, Secretary, and Treasurer plus any other members as appointed by the President and Board.

Key responsibilities include:

- Prepare and present the annual budget to the Board for review and approval
- Send out the financial reports to the Board for review and approval
- Prepare and Approve Long Term non-reoccurring expense plan (Reserves)
- Review and approve year end cash position – present to full Board for reserve transfers

Neighborhood Code Compliance Committee

- Monitor and enforce compliance with Deed Restrictions
- Conduct twice/year neighborhood drive-by with committee members to note any violations – issue violation notices to residents and ensure issues resolved
 - Maintain an exemption log to keep track of long-term approved exemptions (usually on two tree rule or fence construction/materials)
- Maintain a notification system to homeowners who are out of compliance with the deed restrictions
- Make recommendations to Board on compliance issues and take action to obtain compliance to deed restrictions

Architectural Review Authority

The Architectural Review Authority is a special committee appointed by the President whose actions are independent of the Board. It is the governing authority for the review and approval of improvements by homeowners within Remington Park.

- Review all homeowner submissions for improvements that require approval.
- Make the determination of approval or denial on all requests.

Here are some examples of home improvement items that need approval by the ARA:

- **Fencing** re-staining or repair
- Major **landscaping** updates
- **Roof** replacements
- **Window** replacements
- Exterior home **painting**
- New **pool** build, outdoor **kitchens**/living build-out



ARA Process

Go to the RP website and click on the Architectural Approval TAB at the top to complete the on-line form.

Ground Maintenance Committee

- Manage maintenance and repair contracts with vendors for upkeep of all common areas
 - Common areas defined as: landscaped entrances, community lakes and surrounding park land, jogging trail, tennis court, sports court and playground.
 - Maint. & Repair includes but is not limited to: lawn, shrub, tree maintenance; seasonal plantings and decorations; irrigation systems; pond, fountains, and pump maintenance; lighting; and pest, insect, and litter control.
 - Review and update signage in common areas – e.g., Residents Only, Security Monitoring in progress, etc.
- Develop committee budget for the fiscal year and submit to the Board of Directors for approval
- Secure bids from vendors for ground maintenance
- Meet regularly with ground maintenance vendors to monitor upkeep of irrigation system, grass, shrubs, fire ants and litter
- Manage seasonal plantings, mulch, etc.
- Inspects grounds, playground equipment, sports court, tennis court and jogging paths and report areas that need attention
- Create and maintain maps of the common area irrigation system
- Coordinate installation and removal of holiday lighting

Pool Maintenance Committee

- Manage maintenance and repair contracts with vendors for the upkeep of the pool
- Develop committee budget for the fiscal year and submit to the Board of Directors for approval. Include recurring annual expenses and potential long term non-recurring expenses for future facility updates.
- Secure bids from vendors for pool maintenance
- Manage and maintain Security Camera equipment and signage.
 - Coordinate with the Board and review the Security Camera footage as required in the event vandalism or unauthorized access is occurring.
 - Report any security issues to the Board of Directors.
- Inspect Pool and Cabana area for cleanliness, verify the pool equipment is functioning properly and the Pool Maintenance company is maintaining the pool and associated equipment as contracted
- Schedule annual Tarrant County Pool Inspection with Inspector and Personal Touch Pool Service
- Monitor pool and cabana and report areas that need attention
- Monitor and enforce rules for pool, tennis court, sports court and playground

Social Committee

- Plan and execute community social functions
- Develop budget for the fiscal year and submit to the Board of Directors for approval
- Provide Welcome Letter and welcome gift to new homeowners within two to three weeks of their move-in date (notification of new homeowners provided via relator link)
 - Welcome Letter includes information on the RP website and requests new homeowners to visit and add their contact information
- Coordinate installation and removal of holiday lighting

City Services Committee

- Monitors activities of the Colleyville City Council and attends council meetings as needed to identify any zoning, ordinances, or regulations that may affect the HOA
- Interact with city staff and elected officials with respect to issues that affect Remington Park
- Keep homeowners informed on city issues
- Onboard newly elected committee head when term ends

Newsletter and Communications Committee

- Gather content and publish newsletters
- Send eBlast communications as required

- **Additional committees may be appointed by the President to address specific needs/issues in the neighborhood.**

The current Board Committee assignments can be found here:

<https://remingtonpark.org/contact-us.aspx>

To volunteer for committee membership, please contact the President of the HOA to express your interest to serve.

LIFE IN RP

SOCIAL

The Social Committee organizes a variety of events throughout the year – these will all be communicated via email notice to all homeowners. Please be on the look-out for RP Newsletters that announce.

COMMON AREAS

RP has 16 acres of green space amenities that the Association owns and we maintain with regular lawn maintenance, irrigation, seasonal plantings, weekly service, and general repairs and upgrades.

All amenities are for use by current Remington Park residents only. A Remington Park Resident must accompany all guests. To protect our investment and ensure a safe and clean neighborhood, we ask that all residents abide by the full amenity rules posted here:

https://remingtonpark.org/Libraries/Association_Documents/Amenity_Use_Rules.sflb.ashx

- In case of an emergency, there is an Emergency Call Station at the cabana gate or use your Cell Phone to dial 911.

Tennis Court

- Playing time limited to 1 hour (for singles or doubles) if persons are waiting to play
- Appropriate tennis attire, including non-marking shoes, required at all times on the court
- No more than four (4) players allowed on the court at any given time
- No “court holding” allowed if all players are not present
- Tennis courts are “first come – first served” basis
- No bicycles, skateboards, roller skates/blades, or wagons allowed on the court.
- Court hours are from sunrise to sunset

Sport Court

- Limit play to one hour
- Basketball shoes only. No black rubber-soled shoes.
- Court hours are from sunrise to sunset

Swimming Pool

Please see the full list of rules/limits posted in the cabana.

- Residents are responsible for their children and guests complying with all rules governing the swimming pool area
- A homeowner must accompany all guests in the pool area
- Children under the age of 13 must be accompanied by an adult (age 18 or older) at all times
- Wading pool is for children age six (6) and under and the handicapped only
- Pool is open normally from May to October with opening and closing dates communicated in the newsletter
- Event Use:
 - Parties can be held in the cabana as long as a Remington Park homeowner is hosting the part
 - The pool/cabana is not available for private parties and the cabana cannot be reserved, so if another homeowner comes to use the area or the pool they are allowed to do so
 - There is no limitation on the number of outside guests but obviously you must keep it within reason

Playground Equipment

- All children 8 years and younger must be accompanied by an adult (18 years or older) while in the playground area at all times
- Playground hours are sunrise to sunset

Park and Pond Areas

- Catch & release fishing only by Remington Park residents and accompanied guests
- No swimming, boating, littering or loitering
- Park hours are sunrise to sunset

Jogging and Bicycle Paths

- No motorized vehicles allowed
- No littering
- Pets must be kept on leashes and cleaned up after
- Path hours are sunrise to sunset

THE RP PONDS

Requirement to Have

The City of Colleyville requires the ponds that have been built in RP for storm water management. The water eventually flows south all the way under LD Lockett road to LD Lockett Park. It is the HOA's responsibility to maintain the integrity and safety of the ponds and associated spillways/dams.

We have three ponds: 1) the North pond near the pool & cabana, 2) the Middle pond in the center of the walking trail area, and 3) the Sound pond at the entrance from LD Lockett.

Why are the ponds important to RP?

Saves us Money.

The ponds are the primary source of landscape irrigation water for the landscaped entrance areas and the trail/park common areas. We supplement that with water service from the City of Colleyville but the water from the pond system is free and saves the association tens of thousands of dollars annually.

FREQUENTLY ASKED QUESTIONS

Why Do We Have A Management Company?

For Financial Services only. Your HOA Board and working Committees contract and manage all the work that occurs to maintain the neighborhood...it's a tremendous volunteer commitment but one that ensures personalized service tailored for our needs. PMG, our Property Management Company, has systems in place to efficiently and effectively collect dues and process invoices for payment. They also file the appropriate accounting statements with the Texas Secretary of State, prepare our Federal Tax return, and obtain Liability Insurance for the Association.

What If My Neighbor Isn't In Compliance to the CCRs?

The Neighborhood Code Compliance Committee (NCCC) makes regular drive throughs of our community to spot issues for follow-up resolution. Residents will receive a "friendly notice" to please bring their property into compliance with the rules. If the violation is ignored, residents can expect to receive an escalating series of official violation letters until the matter is satisfactorily resolved. If a resident needs help or has extenuating circumstances, the NCCC will work with them on an acceptable plan to resolve the violation issue.

If you feel a neighbor is not following the rules, please contact the NCCC by email at nccc@remingtonpark.org