

Champions Oak Community Association, Inc.
c/o Crest Management
17171 Park Row, Suite 310
Houston, TX 77084
(281) 579-0761 FAX 281-579-7062

October 28, 2022

Dear Owners:

We are sending this letter to all homeowners within Champions Oak Community Association. We understand many, if not all, homeowners purchased their home because the community is gated and that provides an extra sense of security for you and your families. With that being said, please keep in mind that the gates are not security gates, but access gates.

We are ready to close the gates! The gates will close on Wednesday, November 30, 2022, at 7:00 P.M. At the time of your closing, the gate was not yet installed, therefore homeowners did not pay for two (2) remotes at closing with the title company. Crest Management will be distributing remotes to homeowners, initially, for \$25 each. If you would like to purchase an additional remote, you may do so from Crest's office for \$40.00. We do not mail remotes due to possible damage or being lost in transit. You must come to our office with a payment in the form of a check or money order. **If you do not want to purchase a remote, you do not need to come to our office.**

Important points:

- Gates will be locked open between the hours of 6:00 A.M. – 7:00 P.M for construction purposes.
- In case of an emergency, DO NOT take matters into your own hands. Call Crest Management immediately at 281-576-0761 or if after-hours (after 5:00 P.M.), call our emergency number at 713-935-7331. Please be sure to provide your Association name, Champions Oak.
- An emergency will be considered gates stuck CLOSED. Gates stuck in the open position will be repaired the next day.
- Homeowners are **required** to fill out and return the attached form if you want your name and number added to the phone directory. **If a form is not returned, you will not have gate access.**
- On the same form, homeowners can set their own 4-digit entry code for guests and family entry as well as having your EZ tag number used to open the gate. If you want a personal 4-digit entry code and to have your EZ tag open the gate, you will provide that on the form and send it back to our office to Jill R. at JillR@Crest-Management.com.
- After the construction is completed and gates close, all contractor codes will be deleted.
- Remotes are not pre-programmed. If once the gates are closed and your remotes do not work, they may not be programmed. Please contact Crest's office to double check.
- Please note that the Association nor Crest Management is liable for any unauthorized entry or damage to vehicles by use of the gates.
- If you plan to move, please inform Crest Management so we can remove your gate and entry access.

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HOA NOTIFICATIONS

To obtain email notifications from Crest Management regarding meeting notices and access your account online to view account balances, open deed restriction violations, and submit Exterior Modification Requests, you must be registered to the Homeowner Portal. If you do not have login credentials, you can follow this step:

CREST WEBSITE: To access up to date account information and electronic community forms, please register on our website at www.crest-management.com. Click on Homeowner Login then Request Temporary Password. You will be taken to a screen, and you must follow the onscreen directions. You will be able to personalize your password once you have access to your account. If you have any issues during registration, or questions about the site, please contact Jill R. at JillR@Crest-Management.com. Please note that your temporary password is for a one-time use and will expire within 2 weeks. If you own multiple homes managed by Crest, you will need to obtain a temporary password and login for each home.

Once you submit your form, you will be taken to a confirmation screen, and you should receive a confirmation email within minutes. If you do not receive the confirmation email, please contact Jill R. at JillR@Crest-Management.com.

DEED RESTRICTIONS

Please take a moment to review the restrictions of the Association at: <https://www.crest-management.com/Communities/Champions-Oak-Community-Association>. This will pertain to street parking, lot maintenance, exterior modifications, leasing, and pets.

Sincerely,

Board of Directors
Champions Oak Community Association, Inc.

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ALL HOMEOWNERS MUST COMPLETE FORM AND RETURN TO

JLLR@CREST-MANAGEMENT.COM

➤ Resident Name: (1) _____ Mobile (1): _____

➤ Resident Name: (2) _____ Mobile (2): _____

➤ Property Address: _____

Mailing Address (if different from above)

➤ Number of vehicles at this address: _____

******Please become familiar with the Parking Restrictions**

Make/Model/Year

License Plate Number

Vehicle (1) _____

Vehicle (2) _____

Vehicle (3) _____

Texas Property Code requires Owners to keep their email address updated with the Association.

It is important, so we may advise you of important information within your community.

E-mail (1): _____@_____

E-mail (2): _____@_____

➤ Will this home be leased to tenants? _____ Yes _____ No

➤ If this home is or will be leased, please provide us with their information in case of an emergency:

Name: _____ Phone: _____

➤ Access Gate 4-digit Entry Code: _____

➤ Directory Phone Number: _____

➤ EZ Tag Number: _____ ; _____

➤ Remote Numbers: _____ ; _____