

# TEMPLE VALLEY RANCH PROPERTY OWNERS' ASSOCIATION, INC.

## W E L C O M E

**To:** New HOA Member

**From:** HOA Administrator - [mgmt@hoaValleyRanch.com](mailto:mgmt@hoaValleyRanch.com)

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**Welcome!** We are pleased to welcome you to the 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 and monument, landscaping, signage, and irrigation systems.

**Annual Membership Dues Payment.** Annual HOA dues are due January 1. Payment may be made in installments, when by AutoPay (ACH) from your checking or savings account. The attached "Automatic Dues Payment Authorization (ACH Debit)" form is for authorizing the HOA to establish your AutoPay plan. The HOA does not accept payment by credit card.

Should your HOA account become delinquent, for any reason, the total unpaid portion of the annual dues assessment shall immediately become due and payable with applicable delinquent payment charges.

<http://WWW.hoaValleyRanch.com> is the place to go for information about our community. There is a wealth of information including the private *HOA Members* page that contains just about everything you would want to know about the HOA and Valley Ranch. You can access your personal HOA account information. You can also 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.

- |  |                                |
|--|--------------------------------|
| 1. Minimum Building Requirements<br>(including storage and outbuildings) | 4. Play Equipment & Facilities |
| 2. Yard & Landscape Maintenance  | 5. Noise                       |
| 3. Pets  | 6. Parking & Storage           |
|  | 7. Gate Access Information     |

**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 **\$400.00**, payable in advance. You may pay your dues quarterly, **\$100.00**; however, we encourage you to pay annually with ACH... it is convenient and it benefits the HOA by reducing administrative cost. If the current balance, for each quarter of homeowner dues, are not paid by terms stated in the HOA Policy Manual, late fees and penalties will be assessed. Invoices will be emailed on a yearly or quarterly basis. If you do not have access to email, other arrangements will need to be made with HOA Management.

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### **Attached you will find:**

1. **Property Owners' Association Acknowledgement** – Please sign, date, and return to HOA
2. **Resident Registration Form** – Provides database information for managing the HOA – Please enter your information and return to the HOA.
3. **Auto-Pay Dues ("ACH") Form** – Fill out and email, mail, or deliver to the HOA.

**We hope you enjoy** living in **Valley Ranch** and welcome you to the HOA. Feel free to email any questions, comments, or suggestions you may have to [mgmt@hoaValleyRanch.com](mailto:mgmt@hoaValleyRanch.com).

**Property Owners' Association Acknowledgement**

**TEMPLE VALLEY RANCH PROPERTY OWNERS' ASSOCIATION, INC.  
(ALL PHASES OF VALLEY RANCH ADDITION)**

Every owner of a lot located in the Valley Ranch Subdivision must be a member of the:  
Temple Valley Ranch 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 expenditures are governed by Association By-laws and authorized by the board of directors.

**Assessments Schedule** (Effective January 1, 2021)

- Initiation Fee** (Assessed to the 1<sup>st</sup> Buyer) ..... **\$400.00**
- Transfer Fee Assessment** (Assessed to the New Owner on Re-sales)..... **\$ 400.00**
- Annual Homeowner Dues Assessment** (Prorated to end of Calendar year):
  - Evergreen (Gated Section)** ..... **\$ 350.00**
  - Fairfield (Non-Gated Section)**..... **300.00**

**Assessments Due at Closing**

- Initiation Fee or Transfer Fee Assessment** (See above for description)
- Annual Homeowner Dues Assessment** (Prorated to end of Calendar Year)

**I/WE UNDERSTAND, BY PURCHASING PROPERTY IN THE VALLEY RANCH SUBDIVISION, THAT I/WE ARE (AND MUST BE) MEMBERS OF THE TEMPLE VALLEY RANCH HOMEOWNERS' ASSOCIATION, INC. 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:** \_\_\_\_\_

**Lot #:** \_\_\_\_\_ **Block #:** \_\_\_\_\_ **Phase:** \_\_\_\_\_

**Buyer:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please Print) (Signature)

\_\_\_\_\_  
(Email address)

**Buyer** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please Print) (Signature)

\_\_\_\_\_  
(Email address)

REMIT TO:  
VALLEY RANCH HOA  
205 PALOMA DR.  
TEMPLE, TX 76502  
Mgmt@hoaValleyRanch.com

# Valley Ranch

## Resident Registration

All residents (homeowners and tenants) must register with the Temple Valley Ranch 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					
Valley Ranch 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 6-Digit Key Code (Leave Blank if Unknown)					
( ) -	Last			First						

Residents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email, Mail or Fax to: Temple Valley Ranch Property Owners' Association, Inc.  
[acctg@HOAValleyRanch.com](mailto:acctg@HOAValleyRanch.com) or Fax: 254/771-2299  
 7353 West Adams Ave.  
 Temple, TX 76502



**AUTOMATIC DUES PAYMENT AUTHORIZATION FORM (ACH DEBIT)**

I (we) hereby authorize **Temple Valley Ranch Property Owners’ Association, Inc.**, hereinafter called (“Association”), to initiate debit entries (pre-authorized drafts or withdrawals) and to initiate, if necessary, credit entries and adjustments for credit entries in error to my (our)

Checking      Savings Account (Check one)

at the below named depository (“Depository”), to credit and/or debit the same to such account.

Bank: \_\_\_\_\_ Branch/City \_\_\_\_\_  
 Routing/ABA No. \_\_\_\_\_ Account No. \_\_\_\_\_

<b>Pay Plan (Check One)</b>	<b>Resident of Section</b>	<b>January 1</b>	<b>February 1</b>	<b>March 1</b>	<b>April 1</b>
<b>1 Payment</b>	Evergreen (Gated)	\$350.00			
<b>1 Payment</b>	Fairfield	\$300.00			
<b>2 Payments</b>	Evergreen (Gated)	\$175.00		\$175.00	
<b>2 Payments</b>	Fairfield	\$150.00		\$150.00	
<b>4 Payments</b>	Evergreen (Gated)	\$87.50	\$87.50	\$87.50	\$87.50
<b>4 Payments</b>	Fairfield	\$75.00	\$75.00	\$75.00	\$75.00

**Drafts are made on the 4<sup>th</sup> day of the month or the first business day following.**

This authority is to remain in full force and effect until Association has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Association and Depository a reasonable opportunity to act on it.

**Please make note of the following Auto Pay plan stipulations:**

1. Payment for dates falling on Saturday, Sunday, or Bank Holidays will be made on the banking day immediately preceding the respective payment date.
2. A \$35.00 NSF fee will be charged and collected by electronic transfer if your account balance is insufficient at time of payment.

<b>Print Name(s)</b>	<b>Street Address</b>	<b>Signature(s)</b>



## ENTRY GATE INSTRUCTIONS

**Valley Ranch - Evergreen** is a gated community that requires special entry access codes or gate remotes. Each residence has its own *unique codes* assigned by the Management Company.

Entry can be gained by several methods:

### **GATE REMOTE**

Older gate remotes programmed by the builder or that match your garage door opener work by talking to the gate motor (not the callbox). Approach close to the gate, and press the correct button on your remote.

New gate remotes sold by the HOA after September 2018 talk to the callbox. Pressing the remote button will produce a 'chirp' from the callbox, and open the gate.

*Gate remotes are sold 'as is' and are not guaranteed for life. If your remote no longer works, try changing the batteries. If you reprogram your garage door, your older gate remote can stop working and will have to be replaced.*

### **QUICK-DIAL CODE**

Allows residents control access to the gate from their phone. Each residence has a 3-digit code which can be given to guests/visitors. The guest types the code plus 'Enter', which calls your phone. When you verify you want to open the gate, press '9' on your phone to end the call and open the gate.

### **DIRECTORY DIAL**

Also allows residents control access to the gate from their phone. If the visitor does not know your code, your last name is looked up in the gate directory. When the visitor finds your name, they hit 'Enter' to call you. When you verify you want to open the gate, press '9' on your phone to end the call and open the gate.

### **EZ ENTRY CODE**

This is a unique code given to each residence. It opens the gate *instantly*. Do not give your EZ Entry code out to others, because it can be used to open the gate at any time!

## HOW TO USE A QUICK-DIAL CODE:

If your 3-digit Quick-Dial Code is 985:

9

8

5



## HOW TO DIRECTORY DIAL:



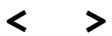
Push the HOME KEY to activate the LCD screen

The Directory icon is highlighted in yellow.



Push the ENTER KEY to open the Directory

Use the LEFT and RIGHT keys to select first letter of LAST NAME



(Resident LAST NAMES are displayed during this step)

Use the UP and DOWN arrows to select the desired LAST NAME



Push the ENTER KEY to dial the selected LAST NAME