



Bois du Chene

New Homeowner's Welcome Packet





Bois du Chene

Dear New Homeowner,

The Bois du Chene Homeowner's Association, Inc. welcomes you and your family to our community.

While all homeowners should be familiar with the BdC governing documents, this document highlights the items we believe are most important for new residents.

We encourage you to review this information at your earliest opportunity. We also recommend reviewing the Bois du Chene Rules and Regulations and the Bois du Chene Condo Declaration which are available on the website: www.bdchoa.org . Sections 3.7 and 3.8 regarding Owner Maintenance and Alterations respectively as well as Section 4.7 (d) regarding annual proof of insurance are of very high importance.

Sincerely,

Bois du Chene Board of Directors

Rachel Williams
President

Alex Cooper
Vice President

Sid Malik
Treasurer

Palmer Embry
Co-Secretary

Maryam Sakhai
Co-Secretary



Parking & Towing

Bois du Chene is serious about towing. Owners, guests, visitors, workmen, housekeepers, dog sitters, etc. must have a parking permit clearly visible on the car windshield (and can be taped on for temporary visitors). This is necessary due to our location in an entertainment area and is how we ensure our parking is available for/used by residents.

All parking spots in the garage and in the covered carport in the north parking lot are assigned to owners. Spaces were assigned with the property's title documents and cannot be changed. There are unassigned parking spaces available in the north parking lot as well as in the alley behind building .

Water Shut off/Plumbing Repairs

It is not possible to turn off the water to an individual condo unit. In building 2, building 3 and building 4, there are individual water shut off valves for each (entire) building. In the case of building 1, there is one shut off for the south half (unit numbers ending in 7 and above) and another shut off for the north half (unit numbers ending in 5 and below.) Water in building 1 units ending in 6 are controlled partially by the north shut off and partially by the south shut off.

As a result, if there is a water emergency e.g., a broken pipe, it is necessary to shut off the water to the entire building, at times with very little or no notice.

Water for an entire building (or half the building in the case of building 1) may also need to be shut off when an owner has a plumbing repair, bathroom renovation or hot water heater installation.

- In these cases, owners must notify Ted VanTrabert, the property manager, 3 days prior to the work date with the time the plumber is expected to arrive and the amount of time the plumber expects the water will need to be turned off.
- Please schedule the plumber and work after 9am with water turned back on by 5pm.

- Discretionary work must be done during the week, never on a weekend or holiday.
- In the event of an emergency, it is important that owners and residents are familiar with the location of the water shut off and the how to turn it off. (If a pipe breaks at 4am, minutes become very important). Please see the water shut off information posted on the bulletin board.

Drains

Please do not put anything toilets except toilet paper and human waste. Never flush: Kitty litter, "flushable" wipes, paper towel, facial tissue, condoms, tampons, etc. Please use your kitchen drain garbage disposal as little as possible

Trash

Please put trash entirely in our dumpsters at the north end of the property, not next to or on top of dumpster. Boxes and large objects must be crushed or broken down before being placed in dumpster. Dumpster doors are to be closed at all times when not in use.

Residents must arrange privately for removal of discarded furnishings, construction debris or unusually large volumes of debris. See page 25 of the Bois due Chene Condominium Owners Rules & Regulations regarding items that cannot be placed in dumpsters and the associated fines for doing so.

Alteration of Units

In order to maintain the structural soundness and integrity of units as well as design and conformity of units, certain alterations or modifications to your home **require prior approval** from the Board. This includes the provision of complete proposed plans/specifications showing the nature, kind, shape, size, materials, color, and locations for all proposed work.

Therefore, please **do not** schedule any work before reviewing page 15 of the Condominium Declaration, the Application for Architectural Change and/or before receiving approval from the Board. Both documents are available on the BDC website under Documents.

Property Maintenance

Please maintain your property in accordance with the building rules and regulations. We work hard to keep up the appearance of our community through

landscaping services, grounds maintenance, regular upkeep, and porter service. The Association conducts biweekly property walk-throughs in an effort to maintain compliance with the governing documents and to preserve property values for all homeowners.

In the event a condition or activity exists on the property which is in violation of the rules and regulations related to Property Maintenance, the Association will send you a request to correct the situation or may ultimately impose a fine. The most common issues are those that detract from the appearance of community such as dead plants, empty flower pots, and items stored on balconies and decks.

If you notice an issue on the property such as a broken lock, non-working gate, burnt-out light bulb, etc. please inform the property manager via text or call 469-900-6345 (only during working hours M-F) or tedvantrabert3@gmail.com

Communication from the HOA

The Board periodically sends important correspondence to homeowners that require your attention and action. These include board meeting notifications, notices of upcoming work that may impact you, annual requests for proof of insurance every June, occasional surveys, requests for information, etc. In addition, the Board has a responsibility to enforce the Association rules and regulations by informing homeowners if they are in violation of the rules and regulations. Please make a concerted effort to respond to all requests for information and actively participate in our community.

- Please be sure to provide your contact information to the property manager including primary email and telephone number so you can receive all Association communication.

Bois du Chene Property Manager

- Ted Vantrabert/VTPM
- Email: tedvantrabert3@gmail.com
- Office: 469-900-6345

Please do not call or text Ted outside of normal working hours 9:00 AM to 6:00 PM Monday – Friday

Vantrabert Property Management is responsible for:

- Management of the common grounds
- Assisting with compliance of the provisions of our documents and rules
- Assisting the Board with meetings, minutes, and election
- Keeping accurate records of ownership including contact information
- Keeping accurate financial records of Association's funds and collection of assessments
- Answering questions/complaints/requests from Association Members
- Maintaining the official books and records of the Association

Board of Directors Meetings

Homeowners are encouraged to stay well-informed and participate in the business of the homeowners association. Homeowners are welcome and encouraged to attend monthly homeowner's meetings and can participate more actively by running for a position on the Board.

The schedule of Board Meetings is posted on www.bdchoa.org as well as on the bulletin board near the mail boxes. Meeting schedules may vary - please check back regularly.

The www.bdchoa.org website includes:

- Governing documents
- Rules and Regulations
- Board meeting schedule
- Monthly meeting agenda
- Monthly meeting minutes

Entry Gate Codes

Available upon Request to Ted Vantrabert

In the interest of maintaining building security, please only share entry codes when absolutely necessary. Whenever possible, meet your deliveries at the front gate rather than sharing the code. Gate codes are changed periodically and homeowners are notified in advance.

Rental Property

If your unit is a rental property or occupied by others, please ensure that the occupants understand they also must comply with all rules and regulations. In addition, it is mandatory for unit owners to supply the management company with a completed copy of the rental/lease agreement.