



*Bois du Chene*

*Homeowner's Welcome Packet*



3208 Cole Avenue  
Dallas TX 75204

[www.bdchoa.org](http://www.bdchoa.org)



*Bois du Chene*

Dear New Homeowner,

The Bois du Chene Homeowners Association, Inc. would like to take this opportunity to welcome you and your family to our community.

To help you become more familiar with the community, please see the attached information packet. We ask you to take special notice of the Important Reminders that highlight the four items we believe are most important for new residents, along with other key information points.

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](http://www.bdchoa.org). Please note Sections 3.7 and 3.8 regarding Owner Maintenance and Alternation as well as Section 4.7 (d) regarding annual proof of insurance.

Sincerely,

Bois du Chene Board of Directors

Morgan Margolis  
President

Lance McNiel  
Vice President

Brittney Mench  
Treasurer

Melissa Miles  
Secretary

Troy Houck  
Member At Large



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## Important Reminders:

### Rules and Regulations

The Bois du Chene Condominium Association works hard to maintain, protect and enhance property values for all homeowners. Please familiarize yourself with building rules and regulations. Full bylaws can be found in the condominium documents provided to each homeowner at closing or on the documents page of the Bois du Chene website [www.bdchoa.org](http://www.bdchoa.org).

Please be aware that in order to maintain the structural soundness and integrity of units as well as design and conformity of the 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.

Please do not schedule any work before receiving approval and reviewing page 15 of the Condominium Declaration as well as the Application for Architectural Change. 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 in order 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, 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. We appreciate your efforts to avoid these types of situations.

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 telephone 469-900-6345 or [tedvantrabert3@gmail.com](mailto:tedvantrabert3@gmail.com).



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## Communication from the HOA

The Board periodically sends important correspondence to homeowners including annual requests for proof of insurance every June, occasional surveys, requests for information, notices of upcoming work that may impact you, notices of board meetings, 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.

## Rental Property

If your unit is a rental property or occupied by others, please ensure that the occupants understand they also must comply with rules and regulations such as those regarding parking, pets, architectural changes, use of the pool and hot tub, etc. In addition, it is mandatory to supply the management company with a copy of the rental/lease agreement.

## Bois du Chene Property Manager

Ted Vantrabert/VTPM

Email: [tedvantrabert3@gmail.com](mailto:tedvantrabert3@gmail.com)

Office:469-900-6345

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

**ATTENTION:** Please be sure to provide your contact information to the property manager including primary email and telephone number so that all Association communication is received.



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## 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 are able to participate more actively by running for a position on the Board.

The schedule of Board Meetings is posted on [www.bdchoa.org](http://www.bdchoa.org) as well as on the bulletin board near the community room. Meeting schedules may vary, so please check back regularly.

## HOA Board of Directors

Morgan Margolis  
President

Lance McNeil  
Vice President

Brittney Mench  
Treasurer

Melissa Miles  
Secretary

Troy Houck  
Member At Large

## Bois du Chene Website

[www.bdchoa.org](http://www.bdchoa.org)

The website includes:

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

## Entry Gate Codes

Available upon Request to Ted Vantrabert

In the interest of maintaining building security, please **only share entry codes when absolutely necessary.**

Gate codes are changed periodically and homeowners will be notified in advance.



## *Bois du Chene*

### Parking

Parking permits are necessary to avoid towing from **any** parking area on the property. Each homeowner will receive parking permits from Vantrabert Management upon closing.

Each unit has an assigned parking space in the Bois du Chene garage or in the covered carport at the north end of the building. If you do not know your space, please contact Ted Vantrabert.

Eight uncovered spaces are available at the main entrance on Cole Avenue outside of the pool entrance for owners and visitors.

Additional spaces are available in the alley behind the building parallel to Cole Avenue. Please provide visitors with a parking permit to avoid towing.

### Garbage Dumpsters

Bois du Chene garbage dumpsters are located at the north end of the alley. These are specifically for our use; please do not use others in the alley.

The BLUE dumpster is only for garbage; the GREEN dumpster is only for recycling.

Residents are responsible for disposing of discarded furnishings and large items that do not fit in the Dumpster. Do NOT leave items on the ground next to the Dumpsters as the trash disposal service will not remove them resulting in extra costs to the Association.

### Pet Policy

- No more than two pets per unit are allowed
- Dogs weighing over 35 pounds are not permitted
- Pets must be kept on a leash within the community
- Please make sure to pick up and dispose of all pet waste