

# ARLINGTON COURT

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## *Welcome to Arlington Court!*

Arlington Court is a thriving community of custom built homes located adjacent to a lushly wooded park and within minutes of downtown Houston. Our secluded, tranquil enclave of elegant homes provides full-time security offering peace of mind to neighbors.

We're glad you've chosen to live here.

For the benefit of newcomers to our community, this document is an overview of our operational rules, board policies, resident services and information resources to make your transition to Arlington Court a bit smoother.

As you get acclimated to the neighborhood, you may find it interesting that:

- There are 68 homes in the Arlington Court community. It is comprised of two private streets and two public streets, gated in the back with exit onto Crestwood Drive.
- The first homes in Arlington Court were built in 1991; with the last home built in 2012 on W. Terrace Drive.
- The community is governed by a homeowners association made up of an elected board of five directors. Each with a term of three years.
- There is 24 hour security staff keeping an eye on the neighborhood through surveillance and security cameras.
- Arlington Court is located near a part of Houston called the Rice Military / Camp Logan and Crestwood – Glencove areas. Easy access to restaurants, retail and Memorial Park continue to attract professionals to this area. The name "Rice" derives from the family who owned the majority of the property and founded Rice University; "Military" is a reference to Camp Logan (a U.S. Army training camp during WW I) which is now Memorial Park. In 2007, this area was designated as a *City of Houston Historic Preservation District*.

## Our Neighborhood

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**Memorial Park**, a municipal is one of the largest urban parks in the United States. Opened in 1924, the park covers approximately 1,466 acres. The Park is a magical combination of amenities and nature, recreation and respite. Centrally located and a favorite among Houston's joggers, Memorial Park also features tennis courts, playing fields, a fitness center, swimming pool and six miles of mountain and recreational bike trails along the bayous.



One lap jogging or walking around Memorial Park is 2.88 miles, and there are distance markers located every 1/4 mile, in both directions. The 600-acre Memorial Park Golf Course is rated among the top municipal golf courses in the nation. The Houston Arboretum and Nature Center also calls Memorial Park home.

In April 2015, Houston City Council approved a long range Master Plan for Memorial Park. The inaugural project associated with the Plan is in the Eastern Glades and is scheduled for completion in 3-4 years. The project will add additional space for picnicking, restrooms and a new lake. Also, the East Memorial Loop Road will be relocated and the SLT Trail will be extended to a full 3 miles when completed. Additional information about Memorial Park and the Master Plan is available at <http://www.memorialconservancy.org>.

The park includes the 18-hole Memorial Park Golf Course, Texas's top-rated municipal golf course which opened in 1936. The course has a course rating of 73 and a slope rating of 122. The golf course was designed by John Bredemus. The course was renovated at the cost of \$7 million in 1995



Another gem in our area is **the Houston Arboretum and Nature Center (HANC)** located on the western edge of Memorial Park. The Arboretum offers an escape from the hustle and bustle of city life and the opportunity to experience the natural world. This 155-acre non-profit urban nature sanctuary provides education about the natural environment to Houstonians of all ages. It plays a vital role in protecting native plants and animals in the heart of the city where development threatens their survival.

We are also fortunate to have the **Buffalo Bayou**, a shady, slow-moving river and a main waterway, known as the "Mother Bayou," flowing through our neighborhood. The beautiful Buffalo Bayou hugs the north-west side of downtown, where visitors can enjoy the lush greenery of the greenbelt or admire the spectacular view of Houston's skyline. The greenbelt consists of many activities for exercise and enjoyment such as the hike and bike trails; exercise stations; a dog lover's park; canoeing kayaking trails; children's playgrounds; and The Dunlavy which overlooks Buffalo Bayou and Lost Lake.

Check out the Arlington Court web site for up-to-date information about neighborhood and surrounding area. ([www.arlingtoncourtai.org](http://www.arlingtoncourtai.org))

## SUMMARY OF ARLINGTON COURT POLICIES

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To maintain the integrity of our neighborhood, we have policies that must be adhered to by all residents. These policies are enforced by our Security Staff and we ask that you respect their authority. Quick reference guide:

### **Contract Work:**

- Residents may schedule contractors to work Monday –Friday between the hours of 7AM and 7PM and on Saturday between 8AM-7PM. Work performed outside those hours and on major national holidays (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas) is not permitted except in case of emergency.
- Trash from contract work must be disposed of DAILY. If this is not possible, a dumpster must be used.

### **Architectural Review Approval is required for:**

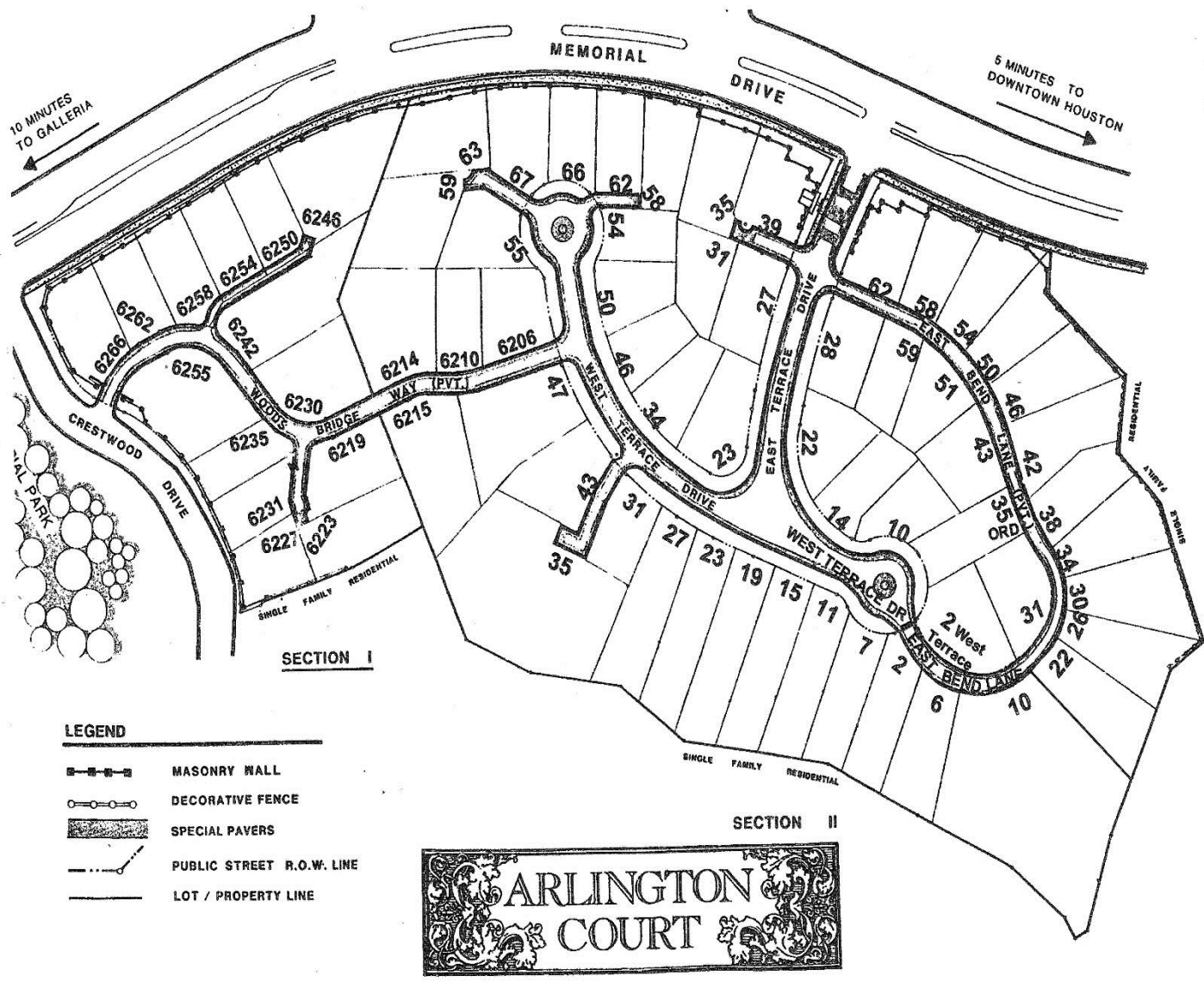
- Any exterior remodeling.
- Adding or changing walls, fences, house color, roof color or material, exterior lighting, driveways or walkways and any other substantial changes to your property that are visible from the street or common areas.
- Revising landscape design.
- Installing a dish antenna.
- Planting or removing live trees. (Removal of dead trees does not require approval.)

### **Miscellaneous:**

- The back gate is for resident use ONLY. Do not open the gate for nonresidents.
- Speed Limit of 15MPH.
- Dogs must be on a leash at all times, and residents must clean up after their pets in all areas of Arlington Court.
- Trash and recycle bins may be put out no earlier than 8PM the night before pick up and should be put away by 8PM the day of pick up.
- Valet service is required when expecting more than ten vehicles for an event at your home. Cars may be parked along Crestwood outside the back gate.
- Residents’ cars must be parked in their garage or driveway at night.
- Each resident will receive 2 remote openers to operate rear gate when moving into the neighborhood. If replacement remotes are required, a charge of \$35.00 each will apply to homeowners account.

Forms for requesting approval of improvements or changes can be obtained by going to [arlingtoncourtai.org](http://arlingtoncourtai.org) or by calling First Service Residential at 713-932-1122.

ARLINGTON COURT MAP



The Arlington Court subdivision address is  
41 E Terrace, Houston, TX 77007-7037



## HOMEOWNER'S ASSOCIATION

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Arlington Court Association, Inc. is your homeowners association. Every homeowner automatically becomes a member when their property is purchased. The Association has an elected board of volunteer directors, all of whom are residents. The Board meets monthly and the meetings are open to any homeowners who wish to attend.

The annual homeowner's association meeting is held each year in January. Prior to the meeting, FirstService Residential will mail information packets to homeowners on the items to be discussed and voted upon. The election of new board members is held at the annual meeting. A Nominating Committee is formed annually to submit a slate of candidates for open Board positions.

Arlington Court has standing committees that are governed by the Board and comprised of volunteer homeowners.

- **Architectural Committee**

Responsible for overseeing rules and guidelines mandated by our deed restrictions. Homeowners' requests for exterior renovations, roofing and front yard landscaping will be considered with the objective of preserving the appearance of Arlington Court and complying with necessary restrictions.

- **Community Relations Committee**

Responsible for neighborhood communications and community relations. This committee welcomes new neighbors and provides a "new resident information packet". Duties also include creating and distributing a community newsletter, planning and coordinating neighborhood activities and events and maintaining the resident directory and community website.

- **Landscaping and Grounds Committee**

Responsible for reviewing landscaping contracts annually, overseeing neighborhood common landscaping areas and recommending improvements to the Board.

- **Security Committee**

Responsible for conducting an ongoing systematic review of safety and security throughout Arlington Court; reviewing community safety/security concerns and evaluate incident reports. The Committee will also complete an annual review of the Whelan Security contract and Mission Partnership Statement to ensure compliance and necessary training.

We sincerely hope you will become an active part of Arlington Court by volunteering for one of these committees. If we all make the effort to get involved, our neighborhood will remain a wonderful place to live!

## 2016 ARLINGTON COURT BOARD OF DIRECTORS

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The Board of Director's terms are staggered to ensure that new members are phased into a working team. Each year new board members are elected in January for a three year term.

A Nominating Committee is formed to submit a slate of candidates for open Board positions. The election of new Board directors is held at the annual Homeowner's Association meeting in January.



Any board member is eligible to be President, Vice-President, Secretary or Treasurer. There is no succession in office based on seniority. Board members elect the officers.

### 2016 Arlington Court Board of Directors

Length of Term	Name	Office	Email
Exp. 2018	Gary Ittner	<b>President</b>	<b><a href="mailto:gary.ittner@gmail.com">gary.ittner@gmail.com</a></b>
Exp. 2019	Charlie Morello	<b>Treasurer</b>	<b><a href="mailto:cmorello@sbcglobal.net">cmorello@sbcglobal.net</a></b>
Exp. 2019	Carol Duckworth	<b>Vice President</b>	<b><a href="mailto:rcrcdux@gmail.com">rcrcdux@gmail.com</a></b>
Exp. 2020	Brent Wells	<b>Director</b>	<b><a href="mailto:bwells@wellscuellar.com">bwells@wellscuellar.com</a></b>

FirstService Residential is retained by Arlington Court Homeowners Association to manage the day-to-day operations of our neighborhood. These administrative services include planning, organizing and assisting in the conduct of Board meetings, Committee meetings and Owners meetings; guiding and assisting the Board in the performance of their duties; and maintaining the records of the Association.

**Financial Services:** FirstService Residential assists the Board of Directors in preparing the annual budget. FirstService Residential attends to the collection of assessments, payment of bills, preparation and review of monthly financial statements, and assisting the Association's external auditor.

**Physical Property Services:** These services include regular property inspections to ensure adherence to architectural standards and to verify contractor performance, bidding and negotiation of ongoing maintenance contracts as well as contracts for major repairs, replacement or enhancement of common property.

Common Property Areas Include:

- All security cameras and other security items such as the exterior brick wall and the back gate
- Streets & street lights belonging to Arlington Court; excludes public streets
- All landscaping and trees in common areas
- Gatehouse

FirstService Residential office hours are Monday through Thursday, 8:00 a.m. to 5:30 p.m.; and Friday 8:00 a.m. to 5:00 pm. If an emergency should arise outside of these hours, a 24-hour answering service will ensure a prompt response to the emergency.

**FirstService Residential main number is 713-932-1122**

**FirstService Residential**  
**5295 Hollister Street**  
**Houston, TX 77040-6205**

**Email: [contactus.tx@fsresidential.com](mailto:contactus.tx@fsresidential.com)**  
**Web: [www.fsresidential.com](http://www.fsresidential.com)**

## FIRSTSERVICE RESIDENTIAL RESOURCE CENTER

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The FirstService Residential Resource Center provides a direct way to communicate with the management company. A trained Resource Center agent will respond to calls and answer questions. FirstService Residential's goal is to minimize the time required to obtain information relating to the Homeowner's Association. Please remember if there is an issue after hours there is someone on-call 24 hours per day, 7 days per week, including weekends and holidays to facilitate the appropriate response to emergency situations.

FirstService Residential is on-call 24 hours per day, 7 days per week, including weekends and holidays. Backed by plumbers, electricians, restoration specialists, and other contractors, FirstService Residential will facilitate the appropriate response to emergency situations involving common property areas.

## THE FIRSTSERVICE RESIDENTIAL TEAM

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Our FirstService Residential Manager is Sarie Fellwock

Sarie is the Community Manager who takes care of the business aspects. She attends Arlington Court Board meetings, monitors performance of the security company (Whelan), maintains Association records, negotiates contracts, and inspects the property for needed repairs. Sarie checks on the general maintenance of the property, contractor performance in common areas and resident compliance with deed restrictions and architectural standards. ([sarie.fellwock@fsresidential.com](mailto:sarie.fellwock@fsresidential.com)) (Direct dial: 713-984-7237)

Sarie reports to Alex Taylor who has a long history with FirstService Residential and Arlington Court. ([alex.taylor@fsresidential.com](mailto:alex.taylor@fsresidential.com)) (Direct Dial: 713-332-4602)

The FirstService financial team manager assigned to Arlington Court is Daisy Yu. She manages a team of General Ledger Accountants ([daisy.yu@fsresidential.com](mailto:daisy.yu@fsresidential.com)) (Direct Dial: 713-984-7288)

The FirstService Architectural Review Committee assigned to Arlington Court is Belinda Miller. She's reviews all application with Arlington Court's governing guidelines. ([Belinda.miller@fsresidential.com](mailto:Belinda.miller@fsresidential.com)) (Direct Dial: 713-984-7286)

**RECOURSE CENTER**  
**Contact Information**  
**713-932-1122 or 800-932-9449**



## Arlington Court Security Staff

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Arlington Court is fortunate to have a staff of security professionals who are dedicated to the security and safety of our neighborhood. Under the direction of the Arlington Court Board of Directors and FirstService Residential, the security personnel provide a highly visible presence in the community for the protection of residents, property and the reputation of Arlington Court.

Hired and supervised by Whelan Security, each security officer is certified as a private security officer through the Texas Private Security Bureau. In addition, Whelan conducts extensive background checks and performs personality assessments of each individual prior to employment. Each security officer also participates in training programs. Please note that our security officers are unarmed.



### Security Patrol Staff Work Hours:

Name	Work Hours
Addison Smith, Site Supervisor	M-F 2:00 pm – 10:00 pm
Lillian Fields	M-F 6:00 am - 2:00 pm
Stephen Gradney	M-Tu 10:00 pm – 6:00 am
	Sat-Su 6:00 am – 6:00 pm
	Th-Fr 10:00 pm – 6:00 am
	Sat-Su 6:00 pm – 6:00 am
Julius Dinee	Wed 10:00 pm – 6:00 am

*\*These hours/days may change as needed for adequate coverage*

**Security cell phone: (713) 257-5028**

**Email: [court.arlington@gmail.com](mailto:court.arlington@gmail.com)**

## Security Procedures

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Whelan Security provides our 24-hour security service. When you move into Arlington Court, you are provided with an information form. This information form includes vehicle models and license plate numbers that allow the security staff to recognize homeowners and their vehicle as you enter and leave the subdivision. Please be prompt in completing this form.

Cameras are located throughout Arlington Court. These cameras record pedestrian and vehicular traffic in and out of Arlington Court 24 hours a day. Homeowners are responsible for maintaining control of the remote transmitters that control the back gate and the back gate key. ***Security should not be compromised by giving either the key or remote transmitter to your employees and/or domestic workers.*** Resident must contract FirstService for remotes. Resident must contact FirstService for remotes and FirstService will instruct security guard distribute accordingly.

The security staff has email capabilities ([court.arlington@gmail.com](mailto:court.arlington@gmail.com)). Email was installed as a service to homeowners to facilitate communication with the security staff regarding neighborhood concerns, such as street maintenance or common landscaping issues. Email also allows homeowners to contact security with any concerns while traveling. If you send an email to security, the guard on duty will respond confirming receipt of the message. However, the guards will not initiate email contact with homeowners.

If you are going out of town, it is advisable to inform security of the dates when you are leaving and returning and provide them with a contact number. For long-term stays, we recommend putting a “hold” on your newspaper and mail. If the security staff sees a package on your front porch and knows you are out of town, they will take the package to the guardhouse and store it. You may retrieve it at the guardhouse. Guards are permitted to hold packages at the guardhouse, but they may not accommodate any personal requests.

**THE EMAIL SYSTEM SHOULD NOT BE USED FOR EMERGENCY SITUATIONS.** City of Houston’s 911 services should always be called first in the case of an emergency. After calling 911, notify security of the emergency. They will be on alert for first responders and will direct them to your home.

**The ultimate responsibility for security of your family and home is yours. Your first emergency call should be 911 and the second to the guardhouse. The security officers have a cell phone that is always with the officer on duty.**

***The Security Staff are hired to observe, identify and report incidents but they are not authorized to intervene on your behalf as they are unarmed.***

***You must call 911 if you need assistance.***

## Security Guard Responsibilities

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- Respond to alarms and emergency situations, calling the police when indicated. Prepare and submit to the Board President a critical incident report on those situations that required police intervention.
- Facilitate requests for security or medical assistance from homeowners by phoning officials who can provide help.
- Utilize the video surveillance system to observe and report neighborhood security incidents.
- Security does not keep or hold on to any resident's house key; lost keys are resident's responsibility.
- Maintain daily report to document malfunctioning equipment and report them to FSR so service can be performed.
- Perform those tasks that maximize the deterrence of crime by staying highly visible in the guardhouse, keeping lights brightly lit at night, parking the golf cart in front of the guardhouse, and ensuring that nothing is placed in front of windows that reduces visibility.
- Make hourly/regular rounds in the golf cart to (1) make visual observations not necessarily viewable from the guardhouse and (2) check for irregularities noticed on the monitor.
- Greet incoming guests to provide directions, answer questions from homeowners, and distribute gate openers as required to maintain authorized access controls.
- Guard and monitor premises to prevent theft, property destruction, violence or community rules and safety violations.
- Monitor vendors in the neighborhood with respect to parking and access.
- Perform fire prevention, safety and maintenance reporting tasks i.e. (power generator, CCTV equipment, golf cart, lighting outages) and parking/traffic enforcement.
- Discourage solicitors by asking them to leave the neighborhood.



**Because of liability issues, the Board voted to prohibit all non-security personnel from riding in the security cart. If someone were to get hurt or injured while riding in the cart, Arlington Court could be liable. Please do not put the security officers in an awkward situation by asking for a ride.**

**Security cell phone: (713) 257-5028**

**Email: [Court.arlington@gmail.com](mailto:Court.arlington@gmail.com)**

## Security

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Our Security officers are not a “valet” or “concierge” service. Please limit your requests of the guards to neighborhood security matters only. The guards are not permitted to accommodate special requests including:

- Keeping a personal log of visitors or personnel at your home.
- Meeting visitors at your front door to give them access to your home.
- Picking up any item other than packages or newspapers while you are out of town.
- Going inside your home (including backyard) when or after a burglar alarm is activated.
- Chasing burglars. This is the job of the Houston Police.
- Retaining house keys for any of the residences

### *Security Reminders:*

- For your protection, safety and the security of your neighbors, please **DO NOT** provide directions to strangers that may stop you on the street requesting information within Arlington Court. Always direct them to guardhouse to obtain the appropriate information.
- Be sure to keep your garage doors closed when not in use and ***cars should be locked***, even when parked in your driveway. Park your cars in your garage or driveway at night so as not to obscure the security cameras. Remember to remove valuables inside car.
- If you are leaving your home for an extended period of time, please remember the following:
  - Provide the Security Staff with the dates you will be gone and your emergency contact information so they may keep an extra watch on your home. This may be done either by delivering written notification to the Guardhouse or by sending an email to [court.arlington@gmail.com](mailto:court.arlington@gmail.com).
  - Continue yard maintenance & set timed sprinklers. Suspend newspaper mail service
- Residents are encouraged to leave outdoor lights on at night, use timed lights for inside home and make sure doors are always locked – front & back, and garage door closed.

**Call 911 in an emergency  
(Or if you see suspicious behavior)  
Then inform the Security Staff at 713-258-5028**

## ARCHITECTURAL COMMITTEE

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### *Home and Landscape Modifications*

At your closing, you should have received a copy of the *Declaration of Easements, Restrictions and Covenants of Arlington Court*. Please read it as these rules and restrictions govern the subdivision. If you do not have a copy, FirstService Residential will provide one at a nominal cost or you may access the Arlington Court website for a copy.



The *Declaration* created an Architectural Committee to ensure adherence to the guidelines on construction and landscaping in Arlington Court. This was done to maintain the standards and appearance of Arlington Court, to protect everyone's property values and to keep Arlington Court one of the premier and most desirable communities in Houston. Documentation procedures have been developed for the initial application, but also for the appeal of decisions.

During the early stages of the development of Arlington Court, the majority of the Committee's work involved approval of new construction and associated landscaping. Now that construction is completed, the bulk of the Committee's efforts are directed to changes in the appearance of existing homes and landscaping.

### **HOMEOWNERS NEED TO BE AWARE THAT ARCHITECTURAL COMMITTEE APPROVAL IS REQUIRED FOR:**

- Adding or changing roofs, walls, fences, house color, exterior lighting, driveway or walkways that are visible from the street or common property.
- Exterior remodeling.
- Revising landscape design or making substantial changes to your property.
- Installing a dish antenna.
- Removing live trees.

Drawings of any modification (e.g. exterior of home, driveway, walkway, fencing, landscaping) along with samples of colors or materials, if appropriate, must be submitted to the Architectural Committee prior to any action being taken. Contact FirstService Residential to initiate the approval process. **Final approval will be sent via email by a member of the Architectural Committee.**

*Please note: For each submission to the Architectural Committee for approval of a modification or change to the house or landscaping the homeowner will incur a fee of \$75 which covers FSR's administrative expense to process the application and inspect the results. ARC applications can be obtained from homepage on the Arlington Court website.*



## **Most common questions directed to Architectural Committee:**

Q: *What sorts of activities or jobs require Architectural Committee approval?*

A: Anything that changes the exterior of your house or any part of your lot (extensive landscaping) that is visible from the street.

Q: *How long does it take to get approval from the Architectural Committee?*

A: Declarations provide that the decision of the committee shall be made within 30 days after the committee receives all material it deems necessary to approve or deny an application.

Q: *Do I need approval from the Architectural Committee to remove a dead tree?*

A: No – removing dead trees does not require approval, only live trees.

Q: *My azalea bush died and I want to replace it. Do I need approval?*

A: No – if you are going to replace any landscaping with the same plants that does not require prior approval.

Q: *I dislike the landscaping around my house and want to change it. Do I have to ask the Architectural Committee for approval for something as simple as that?*

A: Yes – if you plan to change the landscaping you must submit drawings of your proposed landscaping to the Committee prior to beginning any work.

Q: *The trim on my house needs to be painted; do I need approval for that?*

A: No – not if you are keeping the same color. Different color requires approval.

Q: *My driveway is cracked and I need to replace it, do I need approval?*

A: No – not if you are going to replace it with exact same materials.

Q: *My driveway is cracked and I want to replace it with a different style, do I show the Architectural Committee what I'm going to do?*

A: Yes – any changes to the exterior of the house including the driveway or walkway must be submitted to the Architectural Committee for approval PRIOR to work commencing.

Q: *I would like to change my fence or add a fence or gate; do I have to get approval?*

A: Yes – there are specific guidelines on fences, style, location and material that can be used.

Q: *I would like to change the fence at the rear of my property but it is the brick wall that surrounds Arlington Court. Do I have to ask permission?*

A: Yes – the wall belongs to the Arlington Court Association which is responsible for its maintenance and upkeep. A homeowner should not drill into or under the exterior brick wall.

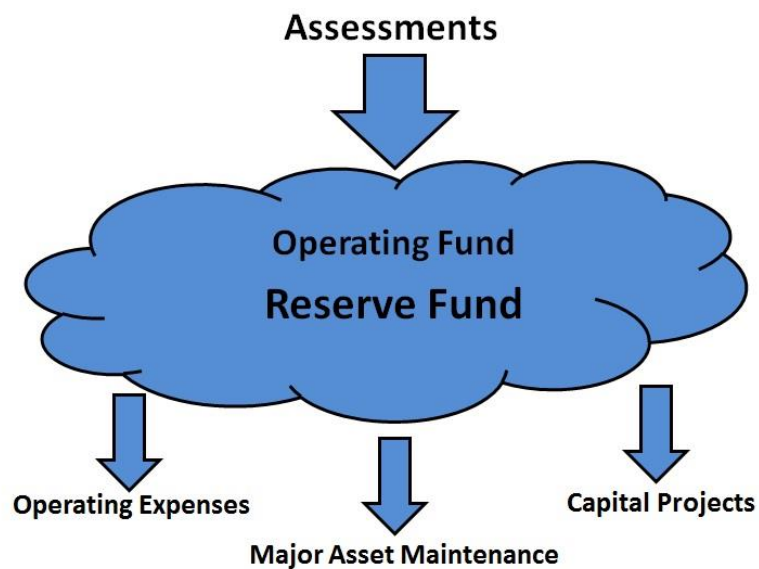
## RESERVE FUND FOR SHARED AND COMMON PROPERTY MAINTENANCE

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An important component of the budget planning process in our community is determining how much of the incoming revenue to contribute to the reserve account which is a fund somewhat like a savings account that Arlington Court uses for major (capital) expenditures and emergencies.

Proper reserve planning drives our Association's ability to adequately care for common area assets by having both the funds allocated along with a maintenance schedule to follow.

### Where Does the Money Come From?



Maintaining the resources of our community association is one of the main purposes of our organization. Funds must be available in order to provide for the replacement, repair, and/or upgrade of these items when it becomes necessary to do so.

Our reserve fund, part of the association's assets, is set aside specifically for the purpose of maintaining the long-term physical assets of the association. The reserves are always subject to continuing, ongoing evaluation.

## ANNUAL ASSESSMENTS PAYMENT POLICY

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- I. The Annual Assessment is set by December 1<sup>st</sup>, for the next financial year.
- II. The Common Assessment is due in two installments; **the first installment is due January 1<sup>st</sup> and the second installment is due July 1<sup>st</sup>**. The statement includes an additional \$100 for the security staff bonus; this voluntary pooled incentive payment is distributed among the security staff using a board-approved formula.
- III. Any Annual Assessment not received by January 31<sup>st</sup> or July 31 is delinquent and will be assessed a late fee.
- IV. On or about the 10<sup>th</sup> of February and the 10<sup>th</sup> of August, FirstService Residential or any other management company employed by Arlington Court Association, Inc. will prepare and send by certified mail to all delinquent accounts a “*Notice of Default and Acceleration of Assessments.*”

*This notice shall specify:*

- (1) the fact that the installment is delinquent;
  - (2) that the default may be cured by the payment to the offices of FirstService Residential including the late fee plus interest at a rate of 18% per year to begin January 1<sup>st</sup> or July 1<sup>st</sup> and run until payment is received;
  - (3) notice that the payment {installment, late fee and interest} to cure this default must be paid by March 15<sup>th</sup> or September 15<sup>th</sup>;
  - (4) advise that if the default is not cured by March 15 or September 15, as applicable, any remaining installment will be accelerated and also due. Arlington Court Association, Inc.’s attorney will be notified to file and foreclose on the lien for the Annual Assessment against the owner on or after March 16<sup>th</sup> or September 16<sup>th</sup>.
- V. At the February and August Board meetings, FirstService Residential will deliver a report on the delinquent accounts. At the March and September Board meetings, FirstService Residential will deliver a report on any accounts that remain delinquent which have resulted in liens and foreclosure of the liens.

## ARLINGTON COURT OPERATIONS

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### ***Dogs***

Leash requirements for Arlington Court are similar to the City of Houston leash laws. In section 4.6 of the *Declaration of Easements, Restrictions, and Covenants of Arlington Court*, it states that dogs cannot constitute an unreasonable nuisance to other residents. The purpose of the leash is to keep your pet safe and to keep the animal off your neighbors' property. Please note - when not on the homeowner's property, all dogs must be kept on leash at all times.



It is the absolute duty and responsibility of each resident to clean up after their animals in all areas of Arlington Court. Please respect your neighbors' property.

### ***Barking Dogs***

While Arlington Court is “dog friendly”, the neighborhood does not tolerate the constant barking of pets. Please be mindful of your neighbors and keep your pet from excessive barking when in the house or yard.

### ***Contractors / Maintenance Workers***

In order not to disturb residents, Arlington Court has strict rules on working hours. Residents may schedule contractors to work Monday – Saturday between the hours of 8:00 a.m. and 7:00 p.m. Work performed outside those hours and on major national holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas) ***is not permitted*** except in case of emergency. The Security Personnel are obligated to enforce these time restrictions.

Trash from contract work must be disposed of DAILY. If this is not possible, a dumpster must be used.

### ***Fire Hydrant & Utility Box Obstruction***

For homeowners who have a fire hydrant, electrical box or water meter located in their front yards, please be aware that that city workers need to have access to them.

Utility boxes should be accessible by workers who must take readings. They will need to repair and maintain services for the community so use common sense in installing in any landscaping barriers. The HOA realizes that these service boxes may be unsightly, however landscaping using plants, scrubs, or trees that interfere with access may be destroyed or damaged if city supervisors determine this is necessary.

### ***Mosquito Spraying***

Mosquito spraying is done during the spring and summer months. The homeowners association has contracted with Cypress Creek Pest Control to spray every week from May to October. A truck drives through the neighborhood between dusk and midnight using a diluted, non-hazardous chemical. This spray leaves no residual effects and is gone after 4-6 hours. It is not toxic to people or animals.



### ***Parking***

Parking is a premium in Arlington Court and it is important that we all try to work together with respect to parking. Every residence is required to have at least a two-car garage and a driveway that will accommodate two additional cars. **Residents' cars should be parked in the garage or driveway, not on the street, especially during the night hours.** Vehicles parked on the streets during the night obscure the security cameras and can create traffic hazards.

In addition, if you have a regular visitor (i.e. a student, relative, employee, housekeeper) or scheduled workmen during some period of time, please have them park in your driveway.

Arlington Court has four streets within the neighborhood. Two streets are public; East and West Terrace Drive and two streets are private; E. Bend and Woods Bridge Way. Because East and West Terrace are public streets we cannot limit or prohibit individuals from parking on these streets, even if they may be parking in front of our house.

Workers, maintenance contractors, delivery trucks, vendors, moving trucks are becoming more prevalent in the community. As a result, they are blocking the streets, cul-de-sacs and residents' driveways. This added traffic is making it more difficult for residents to get in and out of their own driveways. Please be sure that the workers you've hired are NOT blocking traffic areas.

There are times when the security staff will ask workers or visitors to move their vehicles. If both sides of the street are occupied with trucks or large vehicles, it is difficult or impossible for emergency vehicles to get through. There have been instances where both fire trucks and ambulances had to respond in the neighborhood making it critical that they be able to reach every house quickly and easily.

### ***Cones***

The security staff is authorized to utilize orange cones to keep workers from parking on the grass or blocking front walks or driveways of houses adjacent to the construction. The cones are not permanent fixtures to keep people from parking in front of your house. The streets are for use by the entire neighborhood. Residents may not use cones or other devices to prevent long term parking on the perimeter of their property.



### ***Valet Parking***

There are times when residents may have a party with many guests. The Association asks that you respect your neighbors' boundaries. It's advisable to notify neighbors when a party will be scheduled so that conflicts about parking space can be minimized. The simple answer is to work together as neighbors to help each other when parking problems occur.

Residents are required to contract with valet service companies when expecting more than ten (10) vehicles for an event at your home. Cars may be parked along Crestwood outside the back gate.

### ***Solicitation***

Arlington Court does not allow door to door solicitations of any kind. Contractors and service personnel should be made aware of this policy. The Security Staff is authorized to escort solicitors from the community.

### ***Speeding***



Speeding in Arlington Court is a major concern for the neighborhood. Many homeowners have been captured on camera driving through at excessive speeds up to 40 mph. There is pedestrian traffic throughout the day and evening as residents walk dogs, bike, or take a leisurely stroll. In addition, children play near the street during afternoon and evening hours and all day on weekends.

Therefore, it is imperative that all drivers SLOW DOWN. Please heed the 15 mph speed limit within Arlington Court, be alert and drive with caution. Remind your friends, family and workers to also follow the speed limit.

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### ***Additional Recycling Services***

The City of Houston operates several recycling centers but the closest facility to our neighborhood is The Westpark Center at 5900 Westpark Drive and is open daily from 8:00 am to 5:00 pm.

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## TRASH PICKUP AND RECYCLING

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*Arlington Court's trash and recycling service is provided by Texas Pride.*

**Trash pickup is on Tuesday and Friday.** The last Friday of the month is heavy trash day. If a holiday falls on one of these days, the pickup is skipped until the next scheduled pickup day.

- Trash should be available for pickup on by 7:00 a.m. on designated days. Our trash service will pick up trash at the end of your driveway.
- Trash and recycle bins may be put out no earlier than 8PM the night before pick up and should be put away by 8PM the day of pick up.
- Each resident must provide their own trash receptacle, nothing larger than a 45 gallon; Texas Pride provides recycling bins.
- Heavy trash pickup is the last Friday of each month. Items must be placed curbside. The type of allowable items includes: furniture, appliances, hot water heaters, tree limbs, etc. Please limit heavy/bulk waste to two items per service day.
- **Yard Waste:** Stack branches at the curb in individual piles no larger than 3 feet high by 3 feet wide by 3 feet long with the base of the branches facing the street. Although branches are not required to be tied and bundled, it is strongly encouraged. Branches must be no thicker than 12" in diameter to avoid damaging equipment.

**RECYCLING:** Texas Pride will pick up recycling materials weekly on Fridays. They will provide recycling receptacles to each resident. For more collection & recycling information, see website [TexasPride.com](http://TexasPride.com).

*Recyclable items are: newspapers, magazines, aluminum cans, tin cans, plastic containers, and glass containers with tops attached, or anything plastic, such as milk cartons, and soft drink bottles.*

### **Unacceptable Items**

The following items are currently not accepted in our recycling program and should be thrown away with your regular household garbage.

Styrofoam	Soiled Pizza Boxes	Coat Hangers	Paint & Solvent
Windows	Mirrors	Light Bulbs	Containers
Dishes & Cups	Wet & Soiled Paper	Facial & Toilet Tissue	Paper Towels

**Call Texas Pride for recycling bin at 281-342-8178**

## NEIGHBORHOOD COMMUNICATIONS

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### ***Community Web Site***

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

Arlington Court developed a web site to provide residents a convenient place to get news and information about the neighborhood as well as have access to local resources. The goal of this web site is to be a repository for helpful community information.

This site is for Arlington Court residents **only**. It is password protected. Once you have registered as a user, you will be allowed to create your own personal user name and password that you will use to log-in. Please do not share your log-in information with anyone outside Arlington Court for privacy and security reasons.

### ***Neighborhood Newsletter***

The *Arlington Court News* is a communication tool to keep residents informed of neighborhood events, activities and governance issues. Its mission is not only to provide information about the neighborhood and surrounding area but also a way to promote a sense of community and build an atmosphere of trust, cooperation and respect among neighbors. The *Arlington Court News* is published about two times a year and distributed via email.

**Texas Pride**  
(281) 342-8178 office  
Pick-up days: Tuesday & Friday  
Recycle day: **Friday**  
Office Hours are  
Monday thru Friday 8:00 a.m. to 5:00 p.m.

## ARLINGTON COURT COMMUNITY WEB SITE GUIDELINES

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**LOGIN PAGE:** [www.arlingtoncourtai.org](http://www.arlingtoncourtai.org)

### **Log-in and Registration Process**

Registering as a user will allow you to create a user name and password for your family that you will use every time you login to the Arlington Court Community web site.

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### **How to Register**

1. You will need your account number listed on your service fee coupon to register on the web site or call your Community Manager or Financial Specialist at First Service Residential for the number.
2. Go to <http://www.arlingtoncourtai.org> and click the **<Register>** button (located top right).
3. You are prompted for 3 items: account number, last name, and email address.
4. Click **<Continue>** once all fields are filled in. If all information is correct, you will be brought to the next screen.
5. Fill in the form with the requested information. Here you will choose your personal userid and password. You can change these later through your profile on the web site, if needed.
6. Click **<Save & Continue>** and if all information is acknowledged, you will then be automatically entered into the web site.

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### **After Initial Registration; Log on procedure:**

1. Visit <http://www.arlingtoncourtai.org>
2. Enter your username and password into the required fields
3. Click **<Owner Login>** to enter the web site
4. You are now on the *Arlington Court Home Page*


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### **To Add Family Member:**

1. Visit <http://www.arlingtoncourtai.org>; Log on
2. On Home Page - Click **<My Profile>** top right link
3. Click **<Add Additional Userids>**
4. Prompt will require the email of the person to be added. Then an email will be sent to the individual providing them with a link and instructions on what is required to complete the registration process.
5. Request will be processed and status noted in box

If you have any questions or issues or are having trouble creating an account, please contact Jennifer Meador by email or phone.

# Sample of Arlington Court Home Page





FirstService  
RESIDENTIAL

[My Community](#)


[My Profile](#)

Logged in as:  
**lauren@biggs.net**  
[Log out](#)






**UPCOMING EVENTS** [post](#) | [refresh](#) | [settings](#)


**FEB 19** - **Arlington Court Association Inc** - HOA Board Meeting at 22 E Terrace Dr.

Meeting Agenda

6:30PM [delete](#) | [edit](#)

**FEB 28** - **Rodeo Parade** - Eastbound lanes of Memorial Drive will be closed starting from 7AM until approximately 2PM for the Rodeo Parade. Please join us in front of the guard house for coffee and donuts during the parade.


8:00AM [delete](#) | [edit](#)


**MAR 09** - **Memorial Park Master Plan Meeting** - The Final Master Plan will be revealed, and hosted by Council Member Ellen Cohen and is scheduled to take place on Monday, March 9th from 6:30PM - 8:30PM at the Museum of Fine Arts Brown Auditorium.

For more information regarding the Master Plan, please visit:  
<http://www.memorialparktomorrow.org/> and  
<http://www.memorialparkconservancy.org/master-plan.html>


6:30PM - 8:30PM [delete](#) | [edit](#)

**NEWS AND UPDATES** [post](#) | [refresh](#) | [settings](#)

[Arlington Court 2015 Directory](#)  
Posted on NOV 04 03:25 PM [delete](#) | [edit](#)

[Arlington Court Fall Newsletter](#)  
Posted on OCT 29 06:47 PM [delete](#) | [edit](#)

[Main Menu](#) | [Profile](#) | [Publications](#)




[- edit section -](#)

**Community Files**  
[Expand All](#) | [Contract All](#) | [Edit](#)

Meeting Minutes (8)

Financials (8)

- 2015 Financials (1)
- 2014 Financials (13)
  - 2014 Budget
  - 01-2014 Financial
  - 02-2014 Financial
  - 03-2014 Financial
  - 04-2014 Financial

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**NOTE:** To access documents on the web site, you will need Adobe Acrobat on your computer





**Houston** is the fourth most populous city in the United States of America, and the most populous city in the state of Texas. According to the U.S. Census in 2016, the city of Houston had an estimated population of over 2.3 million people within a land area of 599.6 square miles (1,553 km<sup>2</sup>). Houston is the seat of Harris County and the economic center of Houston –The Woodlands-Sugar Land, the fifth-largest metropolitan area in the U.S. with over 6 million people.<sup>[6]</sup>

Houston was founded in 1836 on land near the banks of Buffalo Bayou, now known as Allen's Landing and incorporated as a city on **June 5, 1837**. The city was named after former General Sam Houston, who was president of the Republic of Texas and had commanded and won at the Battle of San Jacinto 25 miles east of where the city was established. The burgeoning port and railroad industry, combined with oil discovery in 1901, has induced continual surges in the city's population. In the mid-twentieth century, Houston became the home of the Texas Medical Center—the world's largest concentration of healthcare and research institutions—and NASA's Johnson Space Center, where the Mission Control Center is located.

Rated as a global city, Houston's economy has a broad industrial base in energy, manufacturing, aeronautics, and transportation. It is also leading in health care sectors and building oilfield equipment; only New York City is home to more Fortune 500 headquarters. The Port of Houston ranks first in the United States in international waterborne tonnage handled and second in total cargo tonnage handled. The city is home to many cultural institutions and exhibits, which attract more than 7 million visitors a year to the Museum District. Houston has an active visual and performing arts scene in the Theater District and offers year-round resident companies in all major performing arts.



### **A FINAL NOTE:**

We seek to help our community thrive by providing forums where neighbors can meet neighbors, by working for the general security and safety of our residents, and by protecting the natural splendor with which Arlington Court is blessed. Above all, our intent is to bridge gaps and foster a feeling of community.

We want to make Arlington Court one of the best neighborhoods in Houston by involving as many residents as possible in the activities here. From time to time, we have social events and activities to help the residents get acquainted with new neighbors. A great way to have fun and stay connected!

If you have any questions or concerns about Arlington Court, please call one of the Board members. We are glad you have chosen to live here and be our neighbor.

**Welcome to the best community in Houston!**