

Bella Charca **PROPERTY OWNERS' ASSOCIATION, INC.**

To: New HOA Member
FROM: HOA Administrator – Mgmt@BellaCharcaHOA.com
REF: New HOA Member Package

Welcome! As administrator, it is my pleasure to welcome you to the Bella Charca 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 gate and monument, school bus stops, landscaping, signs, postal centers, and irrigation systems.

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 \$480 payable in advance. Dues payment by installments is accepted only when made automatically through your bank or credit union. We encourage paying dues annually... it is easy, convenient, and greatly reduces chance of late pay penalty... on the website "HOA Members" page, click "Your HOA Account" then "Pay Dues" buttons for dues payment options.

The HOA Website – www.BellaCharcaHOA.com is the place to go for information about our community. There is an incredible wealth of information including an exclusive *HOA Members* that contains just about everything you would want to know about the HOA and Bella Charca. You can 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.

You can also download an official recorded copy of the Restrictive "Protective" Covenants. The HOA encourages you to become familiar with the covenants as they provide owner protection in such matters as:

1. Minimum building requirements
(including storage and outbuildings)
2. Yard and Landscaping maintenance
3. Pets
4. Play equipment & facilities
5. Noise
6. Parking & Storage

Trash Pickup – City authorized trash pickup is by Texas Disposal Service ("TDS"). To initiate service contact Nolanville Water District **254/698-6885**. Service questions should be directed to TDS at **800/375-8375 or www.texasdisposal.com**. Billing and Payment is made through your Water District water bill.

Mailbox Keys – For residents receiving mail at a locked USPS "cluster" mailbox, personal box assignment is made, and keys furnished, by the U.S. Post Office at 201 N Main Street in Nolanville.

Enclosed you will find:

- a. **Property Owners' Association Acknowledgement** – Please sign, date, and return to the HOA.
- b. **Resident Registration Form** – Provides database information to assist in managing the HOA – Please enter your information and return to the HOA.
- c. **Entry Gate Instructions** – Contact <mailto:mgmt@bellacharcahoa.com> for your personal gate code.

We hope you enjoy living in Bella Charca and welcome you to the HOA. Feel free to email any questions, comments, or suggestions you may have.

Bella Charca

Resident Registration

All residents (homeowners and tenants) must register with the Bella Charca 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											
Bella Charca 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 5-Digit Key Code (Leave Blank if Unknown)				Resident 5-Digit Key Code (Leave blank if unknown)				
() -	Last			First										
	5-Digit Remote Code			5-Digit Remote Code			5-Digit Remote Code			5-Digit Remote Code				
Gate Opener Remotes (Number on Back of Remote)														

Residents Signature: _____ **Date:** _____

Email, Mail or Fax to: [Bella Charca Property Owners' Association, Inc.
mgmt@BellaCharcaHOA.com](mailto:mgmt@BellaCharcaHOA.com)

Bella Charca

Entry Gate Information & Procedures

Bella Charca entry gates are designed to limit community access to residents, their families, and guests during nighttime hours. Gates are not designed nor intended to protect residents or their property. Residents are encouraged to consider their individual needs and adequate measures to protect life and property, including home security systems and cameras. Residents must ensure that their valuables are adequately secure.

- **Hours of Operation.** Gate operations are timer-controlled.
 - **Open** – Daily 6:00 a.m. – 8:00 p.m.
 - **Closed** – Daily 8:00 p.m. – 6:00 a.m.
- **Gate Closed Resident Access.**
 - **Remote Transmitter.** Existing remotes continue to operate the gates. Replacements are no longer available.
 - **Car Tag** (Windshield Sticker) – Initial or Replacement.
 - \$30 each from the Temple HOA office.
 - \$30 each (+) \$5.00 convenience fee, mailed from the Temple HOA office.
 - Replacement tags
 - **Remote Authorization:** Your name and (local) phone number is entered in the gate computer (member phone numbers are not displayed at the gate callbox).
 - Guests contact you, from the gate callbox, by scrolling through the directory (by last name). You will receive a call from 972/231-1999 (save in your phone for recognition).
 - To answer, press 1
 - To open gate, press *
 - To deny entry, simply hang up.
 - **Key Code:** A unique 5-digit resident access code will open the gate when entered at the gate call box. Primary purpose is to provide resident's entry when a remote transmitter is inoperative. The code:
 - May be distributed to family members for use to open the gate at any time.
 - Should not be given to non-family members.
 - Will be deleted when compromised and a new code issued upon written request.
 - **Replacement Transmitters** are available at the Temple HOA office for \$35 each.
- **Gate Malfunction** (will not open):
 - **If the gate truly malfunctions** and will not open or close, place a call to the HOA Emergency number 254/760-0665
 - **If the Gate is operable but the phone system is down**, you may provide your guests your 5-digit Key-Code for entry.

Please report suspicious activities or vehicles to the Nolanville Police Department.

Property Owners' Association Acknowledgement

BELLA CHARCA PROPERTY OWNERS' ASSOCIATION, INC.

(ALL PHASES OF BELLA CHARCA ADDITION)

Every owner of a lot located in the Bella Charca Subdivision must be a member of the Bella Charca 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 expenditure's are governed by Association By-laws and authorized by the board of directors.

Assessment Schedule – Residential Lots:

1. **Initial Assessment due at Lot Closing**\$ 480.00
(Assessed to the 1st Lot Owner)
2. **Annual Homeowner Dues Assessment**\$ 480.00
(Prorated at lot closing - May be paid quarterly)
3. **Transfer Assessment due on**\$ 480.00
(Assessed on every resale of a Lot after the initial closing)

I/WE UNDERSTAND, BY PURCHASING PROPERTY IN THE BELLA CHARCA SUBDIVISION, THAT I/WE ARE (AND MUST BE) MEMBERS OF THE BELLA CHARCA PROPERTY OWNERS' ASSOCIATION. 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: _____

Buyer: _____ Date: _____
(Please Print) (Signature)

(email address)

Buyer _____ Date: _____
(Please Print) (Signature)

(email address)

[Sign and Mail or Email to the HOA at the address provided on the "Contact" page of the website](#)