



CMA

Community. Well Served.



Welcome to Your Community

Meridian

Homeowners' Association, Inc.

*Information to Guide and Enhance
Your Community Living Experience*



MERIDIAN HOMEOWNERS' ASSOCIATION, INC.

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FACTS ABOUT ASSOCIATION LIVING AND CMA'S SERVICES

Welcome to membership in an exclusive club...Your Homeowners Association!

What is a Homeowners Association?

- It is a legal non-profit corporation registered with the State. The Association has Articles of Incorporation that entitle the Association to exercise powers of a corporation.
- The Association is "governed" and managed by a duly elected Board of Directors.
- Its purpose is to maintain all common areas and amenities and to govern the community in accordance with the governing documents.
- The corporation is financially supported by all members of the Homeowners Association.

Who is a member of the Homeowners Association?

- Includes all the people who own homes in the same development.
- Membership in the Association is mandatory and automatic for all owners. The deed to each lot specifically designates that the property owner will comply with the Covenants, Conditions, and Restrictions of the Association.

What is the purpose of Governing Documents?

Governing Documents determine the structure of your association and establish obligations and responsibilities of its members and elected officers and directors. Each owner is responsible to adhere to the provisions set forth in your governing documents. Governing Documents include:

- Articles of Incorporation
- Bylaws
- Declaration of Covenants, Conditions and Restrictions

What is the Annual Meeting and when is it?

The Annual Meeting is the yearly meeting of the members at which a summary of the year's activities is given and annual reports are distributed. Notices will be sent prior to the meeting to notify you of the time and location of the meeting.

The Bylaws outline the rules pertaining to the Board of Directors.

- There may be 3, 5 or 7 Board Members.
- Each Association has specific Bylaws outlining the process for Board elections. Generally speaking, the board elections take place on an annual basis either prior to (in the case of absentee ballots) or at the annual meeting (proxies and ballots).
- The Bylaws in your governing documents give descriptions of Director roles and the length of terms in office.
- All affairs of the Association shall be conducted by the Board of Directors or elected and/or appointed officers of the Board.

What is the role of Committees?

In general, each association will have mandatory committees such as an Architectural Committee. An Association may also have standing committees which could include finance, landscape and newsletters. Occasionally ad-hoc committees may be formed temporarily created for specific one-time items (e.g. selection of a refuse provider).

Members of committees are appointed and removed by the Board of Directors. The primary function of the committee is to render a recommendation to the Board on the subject matter of their committee. This recommendation, once delivered to the Board of Directors, is then approved/rejected by the Board.

Who is responsible for Common Area maintenance?

The Association maintains the common property areas for the shared use and enjoyment of all owners. For example, this includes negotiating the contract for landscape maintenance, then routinely monitoring the performance to assure conformity in service and effect. Other examples of common area may include entry features, fountains, sports courts, playgrounds and pools.

Who do I contact for Customer Service?

The business of your association and the operation of its amenities are professionally managed by RTI/Community Management Associates, Inc., (CMA). The CMA team of association management professionals has a strong commitment to the associations they serve with a broad range of contract services.

CMA offers **24/7 customer service** through its website, **www.cmamanagement.com**. Owners may log in to view their secure personal account information, access their covenant enforcement record and pay their assessments online. The site also provides a quick and easy connection for submitting and tracking requests.

The company's **Customer Care Center** handles calls concerning a broad array of questions and comments from account balances, to requests for pool cards or notifications of common area issues for the managers.

The call center staff are knowledgeable and eager to serve CMA's clients. The CMA Customer Care Center responds to calls during the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday.

Nights and weekends: Call CMA at 972-943-2800 and select option 3 for Emergencies only.

What do I need to know about Assessments?

Since the Association is, in effect, a quasi-governmental organization, there are costs associated with its operation. For example, there are expenses for the landscape maintenance, accounting and management. In addition, the Association is required to carry various forms of insurance.

Assessments (cont'd)

These expenses are paid through the collection of a *regular assessment* charged to each homeowner in the Association. The amount of individual assessment fees is based on income required to cover the expenditures and contingencies required to maintain a sound and prudent financial condition for the association.

After comprehensive review and approval of an association annual budget, the Board of Directors will determine if an increase in individual assessment fees will be necessary to accommodate a balanced budget. Your assessment is *in addition to* and *not a part of* your mortgage payment.

Association assessment fees (dues) are billed by statement when due and payable.

As a client with CMA, you have three convenient payment options.

1. Pay by E-Check – No Fee Charged

Set up a one-time or recurring payment by automatic debit. Visit the CMA website **www.cmamanagement.com** to register and set up a user-login. You will receive a password via e-mail. Then log-in to the CMA site, go to pay assessment or pay now and make your payment.

2. Payment by Check – No Fee Charged

You may mail a check to the location indicated on the remittance stub of your statement.

Payment Processing Center
P.O. Box 926850
Norcross, GA 30010-6850

3. Pay by Credit Card Online – The bank convenience fee assessed by the processor is 3.5% of the amount charged. Fractional dollars will be rounded up to the next whole dollar. For example, the fee on a \$100 charge will be \$4 (3.5% x \$100 = \$3.50 rounded). CMA accepts major credit cards for online payments. CMA no longer accepts payments by credit card in-person.

You may also pay by check in person at 1800 Preston Park Blvd., Suite 101, Plano, TX 75093

Office Hours: 9:00 AM - 5:00 PM Monday-Friday.
Please Note: We are unable to accept cash for payment of assessments at any of our locations.

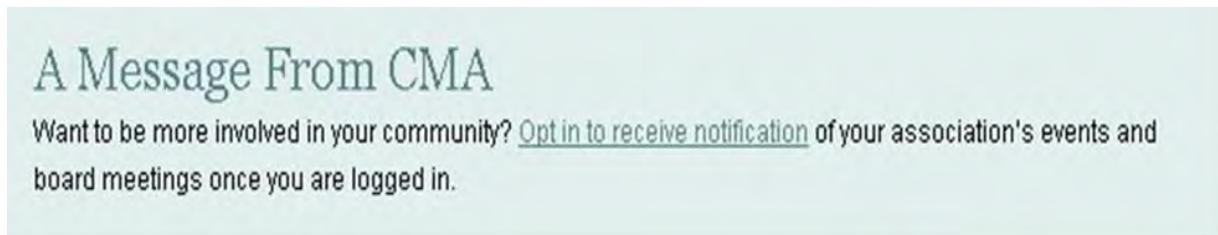
At CMA, We're Here to Serve YOU

Use CMA's convenient, online features. Here's how to register on www.cmamanagement.com for 24/7 customer service. Please be sure to select the correct Association for registration. Also, you must be listed as a property owner on the account in order to register. You will find your CMA account number in the top right corner of your assessment statement and coupon. If you do not have it, your association manager or CMA Customer Care specialist can provide it to you. Your account number is required in order to register as a User. If you need additional assistance, please contact the CMA Customer Care Center at 972-943-2828.

1. Go to <http://www.cmamanagement.com>
2. Go to the top right hand corner, click on Homeowner Login



3. Click on the link [Register](#)





Online Registration

Accessing Your Information - Instant and Secure

User Information (Used for verification only)

No dashes or spaces in acct #.

Account No

First / Last Name*

Street No / Street Address*

Additional Address Line

City* / State* / Zip*

Unit No

Home Phone

Work Phone

Mobile Phone

Directory Listing - Do you want to be listed in the community online directory?

Show / Opt-in: Display Name

Show / Opt-in: Display Address

Show / Opt-in: Display Email Address

Show / Opt-in: Display Phone Numbers

Login Information

EMail Address*

Submit

- Complete all fields and click on Submit. (fields with an asterisk (*) are required). You will need to input your Account Number, which appears on your statement, without dashes or spaces, or call CMA Customer Care to get the account number.
- You should receive an email within 24 hours with your temporary password. (Your User name is the email address you used when you registered).

HOA News

CMA Homeowners
We have created a new website just for homeowners.



Homeowner Connection

At CMA We're Here to Serve YOU

When you receive your password, go back to www.cmamanagement.com

Log in and select My Profile to create a new password.

Note that the log-in and password are case sensitive

Select **Account Info** to view your account ledger.

You may also pay an unpaid balance from by clicking **Pay Now**.

Select **Pay Assessments** to make a one-time payment or set up recurring payments by E-check or credit card.

Homeowner Toolbox

[Homeowner Connection](#)



[Account Information](#)



[My Profile](#)



[Violations](#)



[ACC Request](#)



[Pay Assessments](#)



[FAQs](#)



[Calendar](#)



[Work Orders](#)



Opt In And Get Involved

Want to be more involved in your community? [Click here and opt in to receive notification](#) of your association's events and board meetings.

Account Summary

Current Balance: (\$1.00) [Pay Now](#)

Upcoming Charges: \$0.00 (Next 7 days)

Upcoming Payments:

Open ACC / Violation Summary

Open ACC Requests:	0	
Request	Description	Status
Open Violations:	0	
Violation	Description	Status

How do I pay ONE TIME by e-check?

1. Go to <http://www.cmamanagement.com>.
2. (Register).
3. Log in with your Username (e-mail address) and Password. Remember they are case-sensitive.
4. Click on PAY NOW, SCROLL DOWN.
5. Click on ELECTRONIC CHECK (gray button).
6. On the check payment screen, the address fields and CMA account # will be populated by the system.
7. Select CHECKING or SAVINGS.
8. Then enter your bank routing number and bank account number.
9. Enter your payment amount and click CONTINUE.

How do I set up RECURRING payments by e-check?

1. Go to <http://www.cmamanagement.com>
2. Go to the top right and click on Log in.
3. Log in with your User name (e-mail address) and Password.
4. Click on PAY ASSESSMENTS, then SCROLL DOWN.
5. Choose RECURRING PAYMENTS.
6. On the Recurring Payments screen, the address fields and CMA account # will be automatically populated by the system.
7. Select CHECKING or SAVINGS.
8. Then enter your bank routing number and bank account number.
9. Enter your payment amount.
10. Choose frequency (monthly or quarterly).
11. Then choose the day of the month you prefer your payment be deducted. We recommend the first of the month to avoid late charges.
12. Click CONTINUE.

A Note about Recurring Payments

If your assessments are due monthly or quarterly, then you may use the recurring payments screen. Please make sure you choose the correct frequency or you may be assessed late fees. If your billing is annual or semi-annual, please do not set up recurring payments as those options are not available at this time. Please refer to your statement for an amount due and the due date. If your assessment billing changes, you must go online and change the amount that you previously authorized to be deducted from your account to the current assessment amount.

Examples of assessment billing changes include a change in billing cycle, such as monthly to quarterly, an increase of assessments, any late fees, violation fines, or any other notice you may receive notifying you that you owe a different amount than what you had previously authorized.

Are any other owner services available on the CMA website?

Once you are a registered user, you may also select Covenant Enforcement (Violation) under the Customer Service menu to view violations if they are incurred for your property. You may also submit Architectural Control Committee requests and Resale Certificate requests online. Please contact our Customer Care Center if you need help in accessing these features.

Can CMA help me with home services?

CMA has partnered with WhiteFence, the leading online one-stop comparison shopping marketplace for consumers looking to compare and order essential home services. Through our CMA Website, (www.cmamanagement.com) you are connected with these services that power your life—from phones to high-speed Internet to electricity and beyond. This powerful transaction engine makes it easy for those who have moved or those who are just looking to switch services, to find the best deals and conveniently set up their home services in minutes.

KNOW WHO TO CALL WHEN YOU HAVE A CONCERN

Association Responsibility

- Private Street maintenance, if applicable
- Parking of Vehicles as specified in CC&R's
- Common Area maintenance including association fencing
- Common Area signage
Political Signage on private property
- Common Area or other association-controlled lighting
- Architectural modifications to exterior of owner properties as regulated by CC&R's
- Storage and placement of trash receptacles for collection by city or private contractors
- American Flags of standard size may be displayed, as protected by federal statute. All other flags as regulated by CC&R's.
- Pets, if regulations are specified in CC&R's

City Responsibility

- Public street maintenance including curbs, drainage and traffic enforcement
- Parking Enforcement on public thoroughfares including alleyways
- Public parks and recreation areas
- Signage regulated by city ordinances
- Public lighting, such as street lights
- Issuance of building permits
When to obtain a permit
- Trash collection if provided by municipal services
- Landscape watering rules
- Neighbor disturbances
- Animal Control Services and matters regulated by city ordinances such as leash laws, noise/disturbing the peace and picking up pet waste
- Electric and watering in public parks
- Illegal business operations
- Health hazards

These are general guidelines that are typical of many owners' associations. Please refer to your association's CC&R's and your city's website for regulations specific to your community

DIRECTORY OF METROPLEX ATTRACTIONS AND MUNICIPAL SERVICES

Dallas/Ft. Worth Metroplex Attractions

Nearby Attractions

American Airlines Center	214.222.3687
Nokia Theater	972.647.5700
Reunion Arena	214.800.3080
Six Flags Over Texas	817.640.8900
Six Flags over Hurricane Harbor	817.265.3356
Texas Stadium	972.438.7676

Galleries - Museums

African American Museum	214.565.9026
Age of Stream Railroad Museum	214.428.0101
Amon Carter Museum	817.738.1933
Biblical Arts Center	214.691.4661
Dallas Museum of Art	214.922.1200
Dallas Museum of Natural Hist.	214.421.3466
Hall of State (Texas History)	214.421.4500
Kimbell Art Museum	817.654.1034
Modern Art Museum Ft. Worth	817.738.9215
Science Place	214.428.5555

Performing Arts

Bass Performance Hall	817.212.4280
Casa Mañana Theater	817.332.2272
Dallas Black Dance Theater	214.871.2376
Dallas Theater Center	214.522.8499
Dallas Opera	214.443.1043
Dallas Symphony	214.871.4000
Morton H. Myerson	214.670.3600
Symphony Ctr	
Music Hall at Fair Park	214.565.1116
Plano Symphony Orchestra	972.473.7262
Smirnoff Music Centre	214.373.8000

Sporting Events

FC Dallas (outdoor Soccer)	214.705.6700
Dallas Cowboys (Football)	972.556.9900
Dallas Mavericks (Basketball)	214.747.6287
Dallas Stars (Hockey)	214.467.8277
Texas Rangers (Baseball)	817.273.5000
Frisco Rough Riders (Baseball)	972.731.9200
Mesquite Championship Rodeo	972.285.8777
Lone Star Park @ Grand Prairie	972.263.7223
Texas Motor Speedway	817.215.8500
Texas Motorplex	972.878.2641

Family Outings

Dallas Aquarium	214.670.8443
Dallas Arboretum and Botanical Gardens	214.515.6500

Dallas Nature Center	972.296.1955
Dallas Zoo	214.670.5656
Fair Park	214.670.8400
Fort Worth Botanical Garden	817.871.7686
Fort Worth Zoo and Mini Train	817.871.7050
Movie Studios at Las Colinas Tours	972.869.3456
McKinney Ave. Trolley	214.855.5267
Stockyards Museum History Sty.	817.625.5082
The Sixth Floor Museum	214.747.6660
Southfork Ranch Event and Conference Center	972.442.7800
Tarantula Train	817.625.7245

Governmental Offices

Texas Department of Motor Vehicles
[http:// www.txdmv.gov](http://www.txdmv.gov)

Voter Registration
<http://votetexas.gov/register-to-vote>

Municipal Web Addresses

Addison
<http://www.addisontx.gov>

Allen
<http://www.cityoffallen.org>

Arlington
<http://www.arlingtontx.gov>

Azle
<http://www.cityofazle.org>

Bluffdale
<http://www.granburychamber.com>

Burleson
<http://www.burlesontx.com>

Carrollton
<http://www.cityofcarrollton.com>

Cedar Hill
<http://ci.cedarhill.tx.us>

Directory Continued

Coppell

<http://www.ci.coppell.tx.us>

Corinth

<http://cityofcorinth.com>

Crowley

<http://www.ci.crowley.tx.us>

Dallas

<http://www.dallascvb.com>

Denton

<http://www.co.denton.tx.us>

Eules

<http://www.eules.org>

Fairview

<http://www.fairviewtexas.org>

Farmers Branch

<http://www.ci.farmers-branch.tx.us>

Flower Mound

<http://www.flower-mound.com>

Fort Worth

<http://www.fortworthgov.org>

Frisco

<http://www.ci.frisco.tx.us>

Grand Prairie

<http://gptx.org>

Grapevine

<http://www.ci.grapevine.tx.us>

Hurst

<http://www.ci.hurst.tx.us>

Irving

<http://www.ci.irving.tx.us>

Keller

<http://www.cityofkeller.com>

Lewisville

<http://www.cityoflewisville.com>

Little Elm

<http://www.littleelm.org>

Mansfield

<http://www.mansfield-tx.gov>

McKinney

<http://www.mckinneytexas.org>

Melissa

<http://www.cityofmelissa.com>

Mesquite

<http://www.cityofmesquite.com>

North Richland Hills

<http://www.nrhtx.com>

Plano

<http://www.plano.gov>

Red Oak

<http://www.redoaktx.org>

Richardson

<http://www.cor.net>

Rockwall

<http://www.rockwall.com>

Rowlett

<http://www.ci.rowlett.tx.us>

Sachse

<http://www.cityofsachse.com>

Seagoville

<http://www.seagoville.us>

Southlake

<http://www.ci.southlake.tx.us>

Terrell

<http://www.cityofterrell.org>

The Colony

<http://www.ci.the-colony.tx.us>

Wylie

<http://www.ci.wylie.tx.us>



UNDERSTANDING YOUR COMMUNITY'S STANDARDS:

MERIDIAN HOMEOWNERS' ASSOCIATION

A NOTE FROM CMA

Dear Owner,

Each neighborhood possesses its own unique sense of place and aesthetic beauty, where landscaping and architectural controls are in place to ensure uniformity. Abiding by the standards described in this pamphlet will help to enhance your property, while complementing the community as a whole.

The community's Covenants, Conditions and Restrictions (CC&R's) set down standards to ensure that property values are not compromised or diluted. Structural design standards preserve the community's appearance, while complying with the applicable building codes, fire codes and other laws and regulations.

This material is designed to guide individual owners in regard to specific standards for modifications, restrictions and architectural design. It provides instructions, timeframes and requirements for the application and review process.

The glossary of terms and frequently asked questions will familiarize you with your community's requirements; however, this is an overview. Please refer to your association's governing documents for full details.

Your CMA Management Team

GLOSSARY OF TERMS

ACC/ARC/MOD Committees & Forms Architectural Control Committee, Architectural Review Committee, Modifications Committee. These named forms are to be used when submitting plans and applications for the construction or modification of improvements within the property.

Association – This refers to the Owners Association in which each owner of record is a member of an existing Texas not-for-profit corporation.

CC&R's – Covenants, Conditions, and Restrictions are established protective standards, restrictions, and obligations in areas ranging from architectural control to prohibitions on various activities in order to promote harmonious living.

Declarant/Developer – Governing body that is in control of the Association until transition when the owners are in control of the decisions as they relate to the Community. Refers to the developer and any of its successors which are designated "Declarant" by the previous Declarant, in a recorded amendment to the declaration.

Easement – Right granted by one property owner to another entity to allow access to a dedicated area.

Fine – A monetary charge issued to an owner's account when the violation process has been exhausted in accordance with governing documents.

Inoperable Vehicle – Vehicle with flat tire(s), on blocks, with expired registrations and/or inspection stickers.

Property Owner – Developer, builder or owner of record who holds the recorded title to a piece of property or lot.

Self Help Notice – Notification to advise the owner that the Association will be taking necessary action at the expense of the owner in complying with a violation.

Survey Plat/Plot Plan – Certified drawing indicating the location of the home within the property lines, including the fence line boundaries.

Modification – Alteration, change, remodel, restoration, addition or renovation to any building, structure, fence, wall, landscaping or improvement project of any kind.

Violation – Non-compliance with the Community's standards as dictated by the governing documents and guidelines, (i.e. not maintaining lawn or landscaping).

ARCHITECTURAL MODIFICATIONS

Instructions: All changes made to the outside of your home must be submitted to the Architectural Committee prior to starting the project.

The form which should be used can be completed online by logging in as a registered owner at www.cmamanagement.com. The form can also be printed from the site or a copy can be obtained from CMA at 817-310-6900. Submissions should include as much detail as possible, including colors, materials, drawings, plans, pictures, dimensions and all other information that will assist in the approval process. Also, you must include a plot plan/survey of your Lot indicating the specific site of the project. These may be scanned for online submission, or provided as print documents to accompany your print or online submission.

Once the form is completed and all pertinent information is gathered, please submit to CMA via the CMA website or by mail to: 2555 SW Grapevine Pkwy, Ste 300, Grapevine, TX 76051.

REVIEW PROCESS: Submissions/applications for modifications to the Owner's property are to be reviewed on a case to case basis. The Committee has up to 30 days from receipt of all required information to render a decision. The Committee may request additional information to help clarify the submission. After review, the Owner will be notified of the Committee's decision.

APPLICATION: The Application should include photos, drawings, brochures, plats, colors, dimensions and any other information that will assist the Committee in their decision. **Property Owners must sign the application if it is not submitted online.** Contractor's signatures for property Owners will not be accepted without the Owner's signature attached as well. Projects are not permitted to begin until the Committee has approved the application. Please note: the submission/application documents will not be returned to the Owners.

APPEAL: Owners may appeal the Committee's decision by requesting a hearing in writing to CMA located at: 2555 SW Grapevine Pkwy, Ste 300, Grapevine, TX 76051. Requests for appeal must be received within 30 days from the date of the Committee's decision.

ARCHITECTURAL FAQ's

- **What projects need approval?** Any modifications or alterations to the exterior of your property. Submission for approval is always recommended.
- **Do I have to wait to start the project?** Yes, all projects must be submitted and approved prior to starting.
- **What if I did not obtain approval for my project?** You will be asked to submit for approval. If your project is denied, you may be required to remove your project and restore the property to the previous condition.
- **If my project will not change from the original design, location, color or dimension, do I need to submit to the Committee?** No, repairs and exact replacements do not need approval; only changes or additions require approval.
- **My contractor does not provide drawings or brochures. What should I use instead?** A hand drawing of the project will be sufficient as long as it includes a plat map, dimensions, colors and materials.
- **When does the committee meet?** The committee meets as needed (when applications are submitted).
- **Where can I obtain an ARC form?** You can contact CMA and a form can be mailed, emailed, or faxed to you or you may download it online by clicking on Homeowner Connection/ACC Request/ACC by mail at

http://www.cmamanagement.com/uploaddocs/cma/website/acc_request.asp?id=23162
- **How will I be notified of the Committee's decision?** You will be notified by first class mail of the Committee's decision.

RESIDENT FAQ's

- **Where can I get a copy of the Rules and Regulations for the Meridian Homeowners Association?** Texas Property Code requires that all owners be given a copy of the Bylaws and Declaration for the property at closing. If you did not receive this information, contact your title company for your copy. If you have misplaced your copy, CMA will be happy to provide you with a copy for a fee.
- **What are the lawn maintenance standards for the community?** CC&R's Section 7.15: Lot must be kept in a trimmed, well-kept and clean condition. Shrubs, trees and grass will be trimmed and free of trash and other unsightly materials. Weeds must be removed from lawn, flowerbeds and other planter areas on a regular basis.
- **Can boats, trailers, or recreational vehicles be parked within the community?** Section 7.3: Recreational vehicles and trailers cannot be parked in the driveway or yard of a lot unless they are completely screened from view. Normally, this means they can be parked in the garage.
- **Where should the trash receptacles be stored?** Section 7.8: Receptacles must be stored from public view at all times, with the exception of trash day.
- **When can trash receptacles/bulk trash be placed on the curb?** Section 7.8: Only on trash pick-up day.
- **Can work be done on a vehicle on the property?** Section 7.2: No dismantling or assembly of any machinery, vehicle, or equipment is permitted on the driveway, or any portion of the lot visible from any street. In addition, no inoperable cars may be parked on the property except within an enclosed garage.
- **Can a commercial vehicle be parked on the property?** Section 7.3: If a vehicle has more than 3 axles, or has greater than 1-ton carrying capacity, it is not allowed to be parked on a lot, unless it is stored from view in the garage.

RESIDENT FAQ's (cont'd)

- **When can holiday decorations be displayed?** Section 7.23: Decorations can be placed on display six weeks in advance of a publicly observed holiday and must be removed 30 days after the holiday has ended.
- **What are the Association requirements for a yard/garage sale?** There is no Association restriction on garage sales. Check with the City of Lewisville for city requirements.
- **What are the restrictions for signage in the yard?** Section 7.7: One sign may be displayed listing a home for sale or rent. This sign cannot exceed 2 feet by 3 feet. One sign can be displayed for an open house (only during open house hours). One political sign may be displayed no more than 60 days in advance of the election and must be removed 15 days after the election.
- **If an Owner chooses not to abide by the Rules and Regulations, what are the consequences?** Section 5.9: The Board of Directors may impose a fine, suspend voting rights, suspend use of the common areas or imposed self-help, require removal of items/structures, levy specific assessments, and/or bring a lawsuit against an owner.
- **Meridian HOA Website:**
www.meridianhoa.net

Enforcement Procedures

The existence of a violation will be verified by a field observation and an owner will be notified by mail (1st class and/or certified mail). The owner will have at least 10 days to correct or eliminate the violation. Failure to correct the violation or request a hearing within the specified time can result in sanctions and or fines being imposed. Any attorney's fees and costs will be charged to the owner's account.

Meridian Homeowners' Association **Inspection Guidelines/ACA Guidelines**

Landscape:

Landscape Beds

- Landscape beds must be kept clear of weeds, grass, trash and debris.
- Dead plant material must be removed promptly.

Lawn:

- Grass should be no higher than 6" (front, sides, and back of home).
- Clippings must be bagged or mulching mower should be used.
- No dallis grass allowed (considered a weed).
- No weeds of any kind allowed in front, side or rear of home.
- Lawns must be edged (front, side, rear of home and along fences, driveway, sidewalks, curbs and so forth).

Trees:

- Trees must be trimmed to 8' from ground as to not hang over sidewalk or alleyways.
- Dead trees must be removed and plans made to replace them.
- Tree-wells must be free of weeds and grass.
- Bracing stakes must be removed when trees become stable.

Hedges:

- Shrubs must be trimmed and shaped as needed.
- Dead shrubs must be removed.

Fences: (Modifications including color changes need ACA approval)

- Missing slats must be replaced.
- Rotten slats must be replaced.
- Broken slats must be replaced.
- Warped slats must be replaced.
- All pickets must be securely attached.
- Fence must be upright and not leaning.
- Gates must be in good working order.
- Bottom of fences must be kept clear of grass and weeds.
- Homeowner lots with an engineered retaining wall may not alter any such retaining wall, construct any fence on top of the retaining wall, or enter into any other type of construction requiring interference with the retaining wall without prior written approval from the HOA.

Architectural:

- Without prior written approval from the ACA, no changes to the exterior of your home may be made. To include:
 - New fences, fence extensions, color changes, electronic gates.
 - Landscape changes.
 - Arbors.
 - Patio covers and overhangs.
 - Play equipment.
 - Outdoor storage buildings.
 - Animal enclosures above fence line.
 - Any structure that is visible above a homeowner fence.
 - Flag Pole.
 - Color changes to façade of home and exterior buildings.

Boats/RV's/Trailers:

- Boats, trailers, RV's may not be stored on the street or in driveways. If they do not fit in garage, they must be stored off-site.

Garbage Containers:

- Containers may be put out the day of pick-up ONLY and must be stored back inside the garage or in back yard.

Signs:

- One (1) per lot advertising for sale or for rent. No other advertising, contractor signs, etc. allowed.
- See Section 7.7 of the Declaration of Covenants, Conditions and Restrictions (CC&Rs) for other requirements.

Satellite Dishes:

- Small satellite dishes to be located as far toward the rear of the home as possible as to not interfere with reception.

Floodlights:

- Floodlights require prior approval before installation and may not be offensive to adjacent homeowners.

Porches:

- Porches must be kept clear of trash and debris.
- Porches may not be used as a storage area.
- No upholstered furniture will be allowed for outdoor use.

Flagpoles:

- Homeowner must submit for approval from ACA before installing a flag pole.
 - Flag pole must not exceed 12' in height
 - Homeowners are limited to one flag pole per lot

Holiday Lights:

- Holiday lighting must be taken down by January 10th of each year.

Other:

- Homeowners are advised to read the Declaration of Covenants Conditions and Restrictions provided at purchase of their property.

MERIDIAN HOMEOWNERS' ASSOCIATION, INC.
Architectural Control Submission Form

Owner (Applicant): _____ Account: _____

Street Address: _____ Zip: _____

Lot: _____ Block: _____ Village/Subdivision: _____

Contractor: _____ Phone/Email: _____

Project Start Date: _____ Project Completion Date: _____

Notification Method: (Please circle preferred)

Phone: H) _____ W) _____ C) _____

Mailing Address (if different) _____

Email: _____

Modification or Addition Requesting:

- | | | |
|---|--|---|
| <input type="checkbox"/> Remodeling/Additions | <input type="checkbox"/> Landscape: planting and/or edging | <input type="checkbox"/> Sports/Play Equipment |
| <input type="checkbox"/> Storage Shed/Arbor/Gazebo | <input type="checkbox"/> Pool / Spa | <input type="checkbox"/> Hardscape: paving, sidewalk, drive |
| <input type="checkbox"/> Decks/Patio: extension or cover | <input type="checkbox"/> Garage Door(s) / Exterior Door(s) | <input type="checkbox"/> Lighting: fixtures and location |
| <input type="checkbox"/> Fence/Wall: replacement or extension | <input type="checkbox"/> Exterior Color (Paint)/Materials | <input type="checkbox"/> Other: _____ |

DESCRIPTION OF/AND REASON FOR REQUEST: *Is this request in response to a violation letter we sent you? YES - NO

Please **make sure** you have attached/included all of the following information:

- A completed Submission Form (including signature below acknowledgement notice on next page)
- A description of the project, including height, width and depth, roofing materials, colors etc.
- A complete materials list of the project, including paint samples and/or stain color
- A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data or links to websites)
- A site plan showing the location of the house along with any other structures on your lot, and the proposed structure (including dimensions from the property line or other structures)

Please send to: Meridian Homeowners' Association, Inc.
Mail: 2555 SW Grapevine Pkwy, Ste 300, Grapevine, TX 76051
Fax: 817-310-6950 Phone: 817-310-6900
Email: mcarc@cmamanagement.com
www.cmamanagement.com

For Office/Committee Use Only:

Date Submission Received: _____

APPROVED APPROVED W/STIPULATIONS DENIED DENIED PENDING ADD'L INFORMATION

By: _____ Date: _____

Conditions/Comments/Suggestions: _____

Committee Pre-Approval Inspection _____ Committee Post-completion Inspection _____

Owners Acknowledgements:

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Control Authority (ACA);
- Any construction or alteration to the subject property prior to approval of the Architectural Control Authority is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- *The Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder/Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.*
- *It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. The Meridian Homeowners' Association, the ACA Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.*

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Authority. The Architectural Control Authority has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____ Date: _____

Co-Owner/Applicant Signature: _____ Date: _____

Informational Addendum

REVIEW PROCESS - *The ACA may take up to thirty days from the scheduled meeting date to render a decision. However, the ACA will use every reasonable effort to expedite the review process. Applications will be reviewed prior to the scheduled meeting date for completeness and the ACA may request additional information to help clarify proposal. An applicant may appeal the decision (see below).*

APPLICATION - *The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the ACA. Property owners must sign the application. Contractor's signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the ACA.*

APPEALS - *Requests to appeal an ACA decision must be made in writing within thirty days after the Modification application has been returned to the property owner.*

MERIDIAN HOMEOWNERS' ASSOCIATION, INC.

CHANGE OF MAILING ADDRESS AUTHORIZATION FORM

Please accept this correspondence as authorization to change the mailing address of my property located in Meridian Homeowners' Association, Inc. All items preceded by an "*" **must** be completed.

*Property Owner Name: _____

Account Number (If Available): _____

*Property's Physical Address: _____

*Current Mailing Address: _____

*New Mailing Address: _____

***PRINT NAME:** _____

***SIGNED:** _____

***DATE:** _____

Please mail the completed form to: Meridian Homeowners' Association, Inc.
1800 Preston Park Blvd., Suite 101
Plano, TX 75093

Attention: Closing Department

Or fax: (214) 778-0500

PLEASE NOTE: Forms not signed or dated by an owner of the property will not be processed.

MERIDIAN HOMEOWNERS' ASSOCIATION

HOMEOWNER CONTACT INFORMATION

All information is intended for confidential and private use to contact members for Association business only by the Board of Directors and Management. Your Information will not be published by the Association in a directory without your express written consent.

Please submit this completed form to the Association via fax at 817-310-6950, or regular mail at:

MERIDIAN HOA
2555 SW Grapevine Pkwy
Suite 300
Grapevine, TX 76051

Please print the following information.

Name(s): _____

Unit Address: _____

Mailing Address: _____

Home Phone Number: _____

Mobile Phone Number: _____

Fax Number: _____

Work Phone Number(s): _____

E-Mail Address: _____

Alternate Contact Number: _____

Preferred Contact Method: _____

If you have any questions, please contact the management office at 817-310-6900.

Thank you for your cooperation.

Your Board of Directors

Homeowner signature: _____ Date: _____



VOLUNTEERS NEEDED TO HELP BUILD YOUR COMMUNITY

Meridian Homeowners' Association is seeking individuals interested in taking a leadership role within their Association. The ongoing support of members is vital in preserving and enhancing the lifestyle of our community. If you are willing to serve in this capacity, please provide the following information.

The Social Committee provides for social get-togethers and activities that help promote good neighbor relations and a sense of fun in the community.

The Communications Committee is responsible in creating the quarterly newsletter as a means of providing the residents with current information that impacts the Association as a whole. Some topics covered would include City actions that impact the HOA, area current events, social and entertainment news, and Association updates of interest to all in regards to the business of the Association.

The purpose of the ACC is to recommend standards for Board adoption; establishes procedures for submission, review and approval of architectural plans; and enforces architectural standards. The responsibility of the ACC is to review all plans submitted by homeowners for conformity to the governing documents. It is also the responsibility of the ACC to approve or deny these requests.

The purpose of the Neighborhood Crime Watch Committee is to work hand in hand with the local police department via communication and other resources in regards to prevention of crime and vandalism in community. It's responsibility is to establish a program via the Police Department to establish block captains for parts of the neighborhood. Keep abreast of crime prevention tips through the local police Crime Watch facilitator.

Serving on an Association Volunteer Committee is a job that requires imagination, dedication and time, but at the same time, an enjoyment of working with neighbors to promote a beautiful, enjoyable and safe environment and community for all residents.

Please indicate committees or activities that interest you:

- Architectural Committee Communications/Newsletter
 Social Committee Crime Watch

Yes, I wish to be a leader in my community!

My name is (please print legibly): _____

Phone: (day) _____ (eve.) _____ (cell) _____

Address: _____

E-mail address: _____

The best time of day to contact me is: _____

Signed: _____ **Date:** _____

Please mail your completed form to:
Meridian Homeowners' Association
2555 SW Grapevine Pkwy Suite 300
Grapevine, TX 76051

Keep Up To Date
on the News within the
Neighborhood
by Visiting the
Community Website at:

MeridianHOA.net