



*Whitehouse, Texas*

*Small Town Charm, Big City Amenities*

# *Welcome Packet*

The primary purpose of the Rosebrook Homeowner's Association is to build community and ensure the best quality of life for all homeowners.

This is obtained by enhancing property values through enforcement of the covenants, conditions & restrictions of homeowner lots and maintenance of the association common areas

Last revised 6/03/15



## **Welcome to Rosebrook**

Dear New Homeowner;

Congratulations on the purchase of your new home. On behalf of the Rosebrook Homeowner's Association Welcome Committee and all homeowners of Rosebrook, we would like to officially welcome you to our neighborhood. We are so pleased that you have chosen to call Rosebrook home. We certainly look forward to meeting you whether it be by personal visit, walking throughout the neighborhood or a community activity.

Moving into a common-interest community, property governed by a homeowner's association, can be a confusing and challenging ordeal, more especially for those who have never before been involved with a homeowner's association. Rosebrook HOA would like your experience here to be a positive and enjoyable one.

To help you, we have created this brief document to touch upon some key areas of interest for all new homeowners. This document is not designed to replace or substitute for the Rosebrook Homeowner's Association governing documents rather providing a simple summary. All potential homeowners should be given the opportunity to read and understand the governing documents prior to moving into the Rosebrook HOA, and each homeowner has the responsibility to honor the provisions of these documents.

## **About Rosebrook**

Incorporated as a non-profit organization in 1988 and located in the heart of Whitehouse, Rosebrook offers luxurious and finely crafted homes for those seeking an elegant lifestyle. With spacious home sites and highly restricted architectural controls, Rosebrook residents enjoy their own private park with open and wooded places along a scenic creek seemingly separated as an exclusive neighborhood from the city around us, yet centrally located in the heart of Whitehouse. Simply stunning home designs and winding streets combine to make Rosebrook truly a "one of a kind" community for discerning tastes.

## **Why Rosebrook HOA?**

Rosebrook Homeowner's Association was created by the Developer as a formal legal entity to maintain common areas of the Association and ensure quality and value of properties within the neighborhood. As a legal authority, the HOA is deemed to enact and enforce maintenance and design standards in addition to the standards established by the city.



## **Covenants**

Rosebrook is a covenant-controlled community. It is incumbent upon all homeowners to read and comply with the dedicatory documents of the association called the Declaration, Covenants, Conditions & Restrictions (DCCR's). By accepting title to your home one automatically accepts responsibility to abide by these covenants. The dedicatory documents can be found in your closing papers or on our website in the Documents Library at [RosebrookHOA.com](http://RosebrookHOA.com).

The association operates via a volunteer Board of Directors who oversees the development. Due to residing within Rosebrook we residents are bound by the rules and regulations set forth in the dedicatory documents. Should a violation of these documents occur, per Association Bylaws, a homeowner will receive a written notice of the covenant violation with proper timeframe to resolve the issue. Should a violation go unresolved a fine may be assessed. Furtherance of resolution may require legal proceedings.

Fines are intended to target covenant infractions that have a direct correlation to home values, consistency of architecture and/or quality of life to name a few. It is not the desire of the Board to fine a homeowner, however, violations which affect these and other issues must be resolved in a timely manner. The fines are in place to provide motivation to resolve the issue, not as a punishment. Information regarding fines can be found on the website or by contacting Rosebrook HOA Management company, Rose City Management. Their contact information is on the Contact Us page of [RosebrookHOA.com](http://RosebrookHOA.com). Should you need to address a covenant violation you may utilize the Contact Us page as well on the website.

## **HOA Annual Assessments**

Each homeowner, not the bank or mortgage company is responsible for paying the annual assessment, also known as dues and/or fees, of \$360 due January 1st of each year and payable by January 31st. Dues notices may be mailed in late November or the month of December. More specific information can be found on the Paying Your Dues and FAQ pages of our website: [RosebrookHOA.com](http://RosebrookHOA.com).

## **HOA Communications**

Rosebrook HOA produces an association newsletter periodically throughout the year. At times a special edition may be published. Newsletters include vital & current topics of interest, upcoming community events, community policing info, and other relevant information. We use the newsletter, our website, and emails to communicate with homeowners. We would appreciate your taking time to complete the member directory form on the website in the Members Area. This will provide an email to send you timely information about the community. Please know your email or other contact information will not be shared with outside parties.



**HOA Communications (con't).** The Rosebrook website is an exclusive gateway of information and education for our association members. There is a plethora of information for learning more about Rosebrook, HOA's in general, events, activities, our local community, and how you can become involved. The following is our website pages "at-a-glance". Check it often for news and updates.

Home

About Rosebrook

Keep Rosebrook Beautiful

Prospective Buyers

New to Rosebrook

Weather

Blog

Members Area

ACC—Architectural Control Committee forms

Annual Meeting Minutes

Board of Directors

Calendar

Finances

Lease & Tenant Information

Member Directory Form

Member Registration/Login

Nextdoor Member Network

Paying Your Dues

Rights & Responsibilities

FAQ

Documents Library

About Whitehouse

History of Whitehouse

Schools

Who Represents Me?

Whitehouse Business Directory

Build or Buy

Contact Us

Location/Map/Directions

### **NextDoor Network**

Upon move-in you will be introduced to and invited to join our social network exclusive to Rosebrook homeowners called NextDoor. Sign up at NextDoor.com. Name of community is RosebrookHOA. You will be required to create a new account to include your name and address. Your account details will be verified by NextDoor staff and the administrator. Once verified, login using the website or mobile app.

For homeowners of new construction, Nextdoor may not recognize your address yet. If you're unable to create an account, please send a message to the website administrator with your name, address, the email address you prefer to use on your account and cell number. The Administrator will create an account for you and afterwards send notification of account details. You may then login and change your password.



## **Rosebrook Board of Directors**

The operation of your homeowner's association is governed by an active, volunteer 5-member Board of Directors who are voted into office by members of the association. Members of the Board are listed on the Board of Directors page of the Member's Area on the association website. The Board of Directors are elected to oversee the daily functions and financial responsibilities of the Association. The Board is also responsible for maintaining members' compliance with the established dedicatory documents of the Association (copies are located in the Documents Library on the association website). These documents have specific provisions regarding what can and cannot be done on a homeowner's property. It is imperative that all homeowner's and/or tenants take the time to read through the dedicatory documents you receive during the home purchase process within your closing papers, or from a homeowner upon leasing of a residence in Rosebrook. Again, copies are available in the documents library on our website: [RosebrookHOA.com](http://RosebrookHOA.com).

The dedicatory documents initially set up by the Developer at the creation of the Association and recorded with the Smith County Clerk's office, state the Boards' primary duty is to preserve the integrity of the development and maintain the appearance of the neighborhood by managing the following:

1. Provide financial management and neighborhood planning
2. Common area maintenance and repairs
3. Provide architectural change/improvement guidance
4. Oversee the enforcement of the Declaration of Covenants, Conditions & Restrictions, and subsequent Amendments

Included with this letter is a series of pages with helpful information that will benefit you in being introduced to the association, explaining your part as a member, and sharing valuable information on the rules and regulations that are applicable to all members which may prove helpful in the future. Please take a moment to look it over and let us know if you have any questions. We will be happy to answer your questions.

Again, welcome to your new home and your new community.

Sincerely,

Rosebrook Homeowner's Association  
Board of Director's & Welcome Committee

*The residents who assume positions of responsibility as officers, directors and committee members of homeowner associations will be the key to its success or the catalyst for its failure.*

## Rosebrook Homeowner's Association At-A-Glance

Covenant Information	<ul style="list-style-type: none"> <li>• Copies of the legal dedicatory documents for Rosebrook HOA: <ul style="list-style-type: none"> <li>- Declaration, Covenants, Conditions &amp; Restrictions</li> <li>- Amendments 1, 2, 3 &amp; 4</li> </ul> </li> <li>• Located in your closing papers and the Documents Library on the association website, RosebrookHOA.com</li> </ul>
Architectural Control Committee	<ul style="list-style-type: none"> <li>• All modifications to the exterior of your property, including painting, fences &amp; landscaping must be submitted and approved by the ARC prior to beginning the project.</li> <li>• Forms for submitting requests for approval can be found in the Documents Library on the website, RosebrookHOA.com.</li> </ul>
Annual Assessments (Dues, Fees)	<ul style="list-style-type: none"> <li>• As of January 1, 2015, annual assessments (also called dues &amp; fees) are \$360 per year.</li> <li>• Annual assessments are due January 1st of each year payable by January 31st. Bi-annual payment plan also available. See website.</li> <li>• Make Payments in care of Rosebrook HOA to: Rose City Mgmt, 100 Independence Place, Ste 301, Tyler, TX 75703</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• Currently Rosebrook HOA holds only one annual meeting</li> <li>• Notices are mailed in sufficient advance by the management company to ensure your attendance</li> <li>• Each homeowner is encouraged to attend the annual meeting</li> <li>• Annual meetings are normally held in the Spring</li> </ul>
Property Inspections	<ul style="list-style-type: none"> <li>• Neighborhood inspections are held by the management company at the minimum every month to identify covenant violations. If issues arise and need to be addressed respective homeowners will be notified by mail.</li> <li>• Homeowners are asked to address any such correspondence with the management company</li> </ul>
Deed Restriction Violations (DVR)	<ul style="list-style-type: none"> <li>• To report a deed restriction violation within the association, please submit your inquiry to both the developer and the management company on the Contact Us page at our website: RosebrookHOA.com</li> <li>• All inquiries will be added to the next inspection queue for review and subsequent resolution. DVR reporting will not be disclosed to the offending resident.</li> </ul>
Contacting the HOA Mgmt Company Rose City Management (No onsite offices)	<ul style="list-style-type: none"> <li>• Rose City Management, 100 Independence Place, Ste 301, Tyler, Texas 75703</li> <li>• C/O Carrie Montgomery</li> <li>• Telephone contact: 903-534-0001 (o)</li> <li>• Email: <a href="mailto:carrie@rosecitymanagement.com">carrie@rosecitymanagement.com</a></li> <li>• Website: <a href="http://www.RoseCityManagement.com">www.RoseCityManagement.com</a></li> </ul>

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Speed Limit	<ul style="list-style-type: none"> <li>• The speed limit throughout the neighborhood is 25mph. Our motto regarding speed is “20 is Plenty”!</li> <li>• Every homeowner, guests and service personnel are encouraged to pay attention to the speed limit. With our curvy streets, people walking and children playing, 20 is definitely plenty.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>• Parking should be only in designated parking spaces</li> <li>• No RV's, boats and/or utility trailers may be parked in ones driveway or in the street unless in use and parking is only momentarily</li> <li>• Guest parking on the street is allowed on a temporary basis as long as street traffic is not impeded</li> </ul>
Common Areas & Grounds Maintenance	<ul style="list-style-type: none"> <li>• Rosebrook is responsible for maintaining the lawns, trees, shrubs and other plantings located in the common areas of the HOA. This includes both entrances, park, greenbelts, creeks and walking paths. If issues arise within one of these areas please submit an inquiry to Rose City Management using the Contact Us page on our website: RosebrookHOA.com</li> </ul>
Rules and Policies	<ul style="list-style-type: none"> <li>• Rosebrook has adopted a number of helpful rules and policies over the years to assist in improving the quality of the community and operation of the association. These can be found in the Documents Library on our website: RosebrookHOA.com</li> <li>• Homeowners are bound by these additional restrictive covenants and bylaws. Rules address such items as pets, noise, parking, payments, repairs, etc.</li> </ul>
Trash Pickup (city service included in your water bill)	<ul style="list-style-type: none"> <li>• The City of Whitehouse picks up household garbage within the Rosebrook neighborhood every Friday. Recycled pickup is on Wednesdays, with bulk pickup on 1st &amp; 3rd Saturdays.</li> <li>• You may contact the city to order a trash receptacle if you are new to the neighborhood , need a replacement, or require bulk item pickup at 903-839-4914</li> </ul>
Important Contact Information (all found at RosebrookHOA.com)	<ul style="list-style-type: none"> <li>• HOA Management: Office: 903-534-0001 Email: <a href="mailto:carrie@rosecitymanagement.com">carrie@rosecitymanagement.com</a></li> <li>• Contact the Board of Directors through the management company via email at <a href="mailto:carrie@rosecitymanagement.com">carrie@rosecitymanagement.com</a></li> <li>• Website Administrator: <a href="mailto:RosebrookHOA@gmail.com">RosebrookHOA@gmail.com</a></li> </ul>
Website	<ul style="list-style-type: none"> <li>• Rosebrook HOA maintains a free interactive website that can be found at <a href="http://RosebrookHOA.com">RosebrookHOA.com</a></li> <li>• The website provides a calendar of events, meetings and meeting minutes, all dedicatory documents, contracts, forms, blog, FAQ, social media, documents library, contact information, education area and much more.</li> </ul>

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Lamppost Power Outage	<ul style="list-style-type: none"> <li>• Lampposts within Rosebrook are maintained by Oncor. Outages should be reported to Oncor at 888-313-4747</li> </ul>
Taxes	<ul style="list-style-type: none"> <li>• City of Whitehouse: 0.67211%</li> <li>• Smith County: 0.323564%</li> <li>• Whitehouse ISD: 1.193%</li> <li>• Total Taxes = 2.188674%</li> <li>• Source: <a href="http://www.smithcountymapsite.org/">http://www.smithcountymapsite.org/</a></li> <li>• Source: <a href="http://www.smithcad.org">http://www.smithcad.org</a></li> </ul>
Utilities	<ul style="list-style-type: none"> <li>• Electricity: TXU Electric - 800-777-3726</li> <li>• Gas: ATMOS Energy - 800-460-3030</li> <li>• Water: City of Whitehouse - 903-839-4914</li> <li>• Telephone: Verizon - 800-483-1000</li> <li>• Cable: Suddenlink - 903-595-4321</li> <li>• Trash Pickup: City of Whitehouse - 903-839-4914</li> </ul>
Schools	<ul style="list-style-type: none"> <li>• The following schools are specific to residents of Rosebrook:</li> <li>• Grades K-5: Cain Elementary</li> <li>• Grades 6: Holloway Middle School</li> <li>• Grades 7-8: Whitehouse Jr. High School</li> <li>• Grades 9-12: Whitehouse Sr. High School</li> <li>• See specific's of each school on our website</li> </ul>
Important Numbers	<ul style="list-style-type: none"> <li>• City Hall: 903-839-4914</li> <li>• Whitehouse Water Dept: 903-839-4914</li> <li>• Whitehouse Police Dept, non-emergency: 903-839-2828</li> <li>• Whitehouse Volunteer Fire Dept, non-emergency: 903-839-2884</li> <li>• Chamber of Commerce: 903-839-4914, option 8</li> </ul>
Government	<ul style="list-style-type: none"> <li>• U.S. Post Office: 800-275-8777</li> <li>• For driver's license changes, voter registration, where to vote, etc. please utilize these pages on the website: <a href="http://RosebrookHOA.com">RosebrookHOA.com</a>: New to Rosebrook page About Whitehouse page</li> </ul>
Newspaper and Media	<ul style="list-style-type: none"> <li>• TriCounty Leader (local newspaper): 903-839-2353 304 Highway 110 N, Whitehouse Website: <a href="http://TriCountyLeader.com">TriCountyLeader.com</a></li> <li>• ABC-KLTV: Channel 7</li> <li>• CBS-KYTX: Channel 19</li> <li>• FOX-KFXK: Channel 51</li> <li>• NBC-KETK: Channel 56</li> </ul>