

*THE OASIS AT LAKE DUNLAP
HOMEOWNER ASSOCIATION*

RESIDENT HANDBOOK

The Oasis at Lake Dunlap Homeowners Association

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Dear Homeowner,

WELCOME to the Oasis at Lake Dunlap Homeowners Association! This welcome pamphlet provides you with information we hope you find useful in getting settled in our community consisting of 68 custom home lots with a beautiful park and dock area offering 250' of developed shoreline along Lake Dunlap for the recreational enjoyment of our residents and guests.

The pamphlet also discusses *some* of the key provisions of the association's Declaration of Covenants, Conditions and Restrictions (CCR), By-laws, and Rules. The Oasis governing directives are located on our website at www.oasisatlakedunlap.org. It's a good idea to review them and keep them handy as a ready reference.

If there are any questions regarding the rules and restrictions or other matters covered in this Handbook, please contact the any Board Member.

HOMEOWNER ASSOCIATION

The Oasis at Lake Dunlap Homeowners Association is a non-profit corporation chartered in 2006 and the developer transitioned the Association to the homeowners in August 2011. The Association was created in an effort to foster a harmonious living environment while maintaining and promoting property values. Each property owner is automatically a member of the association with all of the rights, privileges and responsibilities of such.

The Oasis at Lake Dunlap Homeowners Association (Oasis HOA) oversees the common areas and compliance with rules and restrictions.

The Oasis HOA is regulated by its Declaration of Covenants, Conditions and Restrictions (CCRs), as amended, Bylaws, and Rules. The CCRs and Bylaws grant our Board of Directors the authority to develop other rules and regulations to address residents' concerns and ensure proper management of the community.

HOA BOARD OF DIRECTORS

The affairs of the Association are governed by a Board of Directors (BOD). The BOD is made up of three Oasis Owners who are elected by the Oasis Owners at the January Annual meeting.

The three positions are President, Vice President/Treasurer, and Secretary and each position is for a two year term. The terms are staggered to maintain continuity.

There is one standing committee, Architecture Review, with chairperson appointed by the Board. The Architectural Review Committee (ARC) consists of the Chairperson and two other Oasis Owners appointed by the BOD.

ASSOCIATION MANAGEMENT

Our HOA is currently self-managed by the BOD, saving the Oasis Owners an estimated \$134 annually. Should you have any questions, comments, concerns, complaints, or require a Statement of Account or Resale Certificate, you may contact the Board by email, our website contact form, by mail, or by phone (see Information Sources).

INFORMATION SOURCES

The Board of Directors communicates information to its Owners through announcements and newsletters via email and the Association website. The website also contains our BOD agenda and board meeting minutes, Architectural Improvement application, governing directives, financials, options to pay annual assessments, and Resale Certificate and Statement of Account request information.

- Email: lakedunlapoasis@gmail.com
- Website: <http://www.oasisatlakedunlap.org>
- Mailing Address: 304 River Park Dr., New Braunfels, Texas 78130
- The Board of Director's primary contact number is 830-358-8917

MEETINGS

The BOD is required to meet at least every other month. All Board meetings are open to all Oasis owners. Board Meeting announcements and agendas are sent to Oasis Owners via email, and they are also available on the Oasis web page.

An annual meeting of the Oasis Owners is held the third Thursday in January unless rescheduled by the BOD.

ANNUAL ASSESSMENTS

Each owner of a platted lot is obligated to pay an annual assessment of \$675 which includes the Annual Operating Assessment of \$402 and a Special Assessment of \$273. As stated in the CCRs, all assessments are due before January 1st and are considered delinquent after January 31st. The Annual Operating Assessment can be increased by the BOD by no more than 10% annually. Any further increase or additional Special Assessment requires the 2/3 majority vote of the Oasis Owners present at a properly noticed meeting.

ARCHITECTURAL CONTROL REVIEW PROCESS (IMPROVEMENTS)

- All construction, alteration, or removal of improvements of any nature, including, but not limited to, buildings, structures, driveways, fences, landscape, play equipment, walls, pools, painting, etc. with the Oasis are subject to review and written approval by the Architectural Review Committee (ARC) **prior to construction.** See *CC&R Article 1, Section 1.12 for the definition of improvements.*

- Permits are required for all driveways (temporary or permanent) from Guadalupe County Road and Bridge Department.
- Applications must be signed and submitted by the Property Owner unless written consent is provided. The ARC application can be downloaded at the Association website, www.oasisatlakedunlap.org and submitted by email to the Association at lakedunlapoasis@gmail.com.
- The application will not be reviewed until a **complete application** is received with all required specifications, attachment, and permits. Please allow 30 days to complete the process.
- Once the ARC approves an improvement, it must proceed diligently and be completed within one (1) year from the approval date

TENANT REGISTRATION

Owners are required to notify the Association when the home is leased/rented. Owners must complete the required tenant registration form and provide it to the Association within 15 days of home/room being rented. Registration grants tenants access to gate codes and common areas. All tenants and their guests must abide by all the Rules and Regulations of the Oasis Community. If tenants commit a violation, the Owner is responsible to resolve the violation and pay all assessed fees. The tenant registration form can be downloaded from the Association website at www.oasisatlakedunlap.org.

COMMON AREAS (PARK AND DOCK)

The Oasis HOA has access to Lake Dunlap at the HOA Park located at 611 lakeside Pass, new Braunfels, TX 78130. The common areas (park and dock) are for the exclusive use of Oasis Owners and designated Oasis Tenants, their accompanied family members and guests. There is a covered picnic area, a grassy beach and a concrete dock area with day slips for boats to use along approximately 250' of shoreline along Lake Dunlap. **The gate access code is available to those authorized above and can be requested by calling or emailing the Association.** The Oasis Pavilion can be reserved and reservations are based on a first come-first served basis; however, the Dock area cannot be reserved and must remain to all qualified Oasis Owners, etc. Email your reservation request to lakedunlapoasis@gmail.com.

- The riverfront property is for the sole use of Oasis Owners and designated Oasis tenants, their family members and guests. (See CCRs and Rules for definition)
- Authorized users must ensure gate code is not provided to unauthorized individuals. If an unauthorized individual/trespasser reveals the name of the authorized user that divulged the code, that Owner will be assessed all costs to change gate codes, currently set at \$150.
- All guests must be accompanied by an Oasis Owner or designated Oasis Tenant. Owners are responsible for family, tenants, and guests' actions.
- Costs to repair damage caused by Oasis tenants, family members, or guests will be assessed to the Oasis Owner.
- Oasis HOA is not liable for accidents occurring on riverfront property or surrounding area and does not provide a lifeguard or supervision.

- Children under 13 must be accompanied by a parent or guardian.
- No lifeguard is on duty.
- No pets allowed off leash and pet cleanup is the responsibility of the associated Oasis Owner.
- No glass is permitted on the dock.
- **All trash and debris must be removed from common areas since there is no trash service.**
- No activities shall be conducted on the dock which are or might be unsafe or hazardous to any person or property (i.e. firearms, fireworks, open fires, cooking equipment).
- **SWIMMING IN LAKE DUNLAP CAN BE DANGEROUS AS BOATS TRAVEL BY THE AREA AT HIGH SPEEDS.** Follow all posted rules for safety and use common sense.
- Ensure park gates are closed when leaving the dock and pavilion areas and trash is carried out. The heat causes expansion so you may have to lift the gate up.
- Park at your own risk since there are no parking areas for the Common area.

MUNICIPAL SERVICES

SCHOOLS

The Oasis residential land area is within the New Braunfels Independent School District (NBISD) within Guadalupe County within the New Braunfels ETJ Zone. Public school bus transportation is currently available to and from the following schools:

New Braunfels ISD

430 W. Mill Street
New Braunfels, TX 78130
Phone: 830-643-5700
Website: <http://www.nbisd.org/>

Klein Elementary School:	2620 Klein Road	830-221-1700
NB Middle School:	4150 Klein Meadow	830-627-6270
9th Grade School:	659 S. Guenther St	830-629-8600
NB High School:	2551 Loop 337	830-627-6000

BURN BANS

When a Declaration of Disaster regarding Fire Danger is in effect, NO burning, for any reason may be conducted outdoors. When a burn ban is in effect, all outdoor burning, except for agricultural purposes is prohibited. When no burn ban is in effect, burning may be conducted; however, there are still several Texas laws that regulate outdoor burning. For more information go to the Guadalupe County website to obtain current burn ban conditions and the Fire Marshall page at <http://www.co.guadalupe.tx.us/>.

CABLE/INTERNET

Common providers for the Oasis are Time Warner, AT&T Uverse, DISH, and DIRECTV. Please contact each provider and choose the best service for you.

DRIVEWAY PERMITS

All driveways (temporary or permanent) must meet all Guadalupe County Road and Bridge Department requirements. For more information visit their website at http://www.co.guadalupe.tx.us/road_bridge/road_bridge.php or contact them at (830) 379-9721.

The driveway **must be approved before** installation begins. This is to ensure you install the proper size drainage pipe and set the pipe at the proper depth and elevation to promote efficient drainage. **A copy of the approved permit shall be included** with the Architectural improvement application.

Concrete driveways must meet Guadalupe County guidelines and be inspected by Guadalupe County Road and Bridge 24 hours before concrete is poured to ensure the drainage pipe and easements meet the required specifications.

Although not an Oasis requirement, the Association requests an approved temporary driveway be installed before construction begins to permit proper drainage and prevent damage to easements.

FIRE DEPARTMENT and EMERGENCY MEDICAL RESPONSE

The Lake Dunlap Volunteer Fire Department provides fire protection and emergency medical serviced to the Oasis. The Department is located at 915 Potthast Dr, New Braunfels TX (Down Zipp Rd), (830) 627-9215. For emergencies call 911.

PETS (CITY ORDINANCES)

Owners may have no more than three ordinary household pets, such as dogs and cats. Although, the Oasis is not part of the City of New Braunfels, will use the city pet ordinances of the City of New Braunfels as a guide to deal with violations.

- See NB Code of Ordinances. Chapter 6, Animals, https://www.municode.com/library/tx/new_braunfels/codes/code_of_ordinances?nodeId=PTIICOR_CH6AN
- To report a lost or found pet, contact: Guadalupe County Humane Society Animal Shelter at 2484 N. State Hwy 46, Seguin TX. Phone: (830) 372-2055. Hours: Tuesday-Saturday 10am-2pm; website <http://gchshumane.com>
- Guadalupe County Animal Control at 2617 N. Guadalupe St, Seguin TX. Phone: (830) 303-8853; Hours: Monday-Friday 8am-5pm; Saturday 8am-12pm; website: <http://www.co.guadalupe.tx.us/sheriff/sheriff.php?content=soanimal>

PROPERTY TAXES

Property taxes are assessed by Guadalupe County and New Braunfels Independent School taxes are assessed by Comal County. Each Oasis property owner will be responsible to pay both. See Guadalupe County Tax Assessor-Collector website, <http://www.co.guadalupe.tx.us/tax/tax.php> and NBISD Tax Information website, http://www.nbisd.org/default.aspx?name=dis.Bond2015_taxes. Your taxes are based on the appraisal of your property. Address questions regarding your appraisal to the Guadalupe County Appraisal District at 830-303-3313, website <http://www.guadalupead.org/>

TRASH/RECYCLING

The Oasis is serviced by three waste management companies and you can choose the best option for you. Please call or view their websites for services and to obtain a price quote. The current servicing companies are:

BEST	2476 N Heideke St, Seguin TX	(830) 379-8000	http://bestwasteinc.com/
PROGRESSIVE	2010 IH 10W, Seguin TX	(877) 307-4374	www.progressivewaster.com
TIGER	6315 US-87, San Antonio TX	(210) 333-4287	http://tigersanitation.com/

RECYCLING for Guadalupe County Residents: Guadalupe County contracts with Bexar Waste to operate three Collection Stations with free recycling of plastic and glass containers, cans, paper and flattened cardboard. Fees apply to dispose of household trash, appliances, bulky items, construction debris, brush, Styrofoam, roofing materials and tires. Some charges are determined by volume, so the more compact your load, the lower your fee. For a complete list of recycling options in Guadalupe County, see www.co.guadalupe.tx.us and click on Environmental Health / Recycling Information. Also view the Guadalupe County Recycling handout at <http://www.co.guadalupe.tx.us/eh/pdfs/recycling.pdf> .

UTILITIES

ELECTRIC

The Oasis electric service is provided by Guadalupe Valley Electric Cooperative (GVEC). The servicing office is: Seguin Office, 927 N. Hwy 46, Seguin TX 78155. All electric utilities comply with the National Electric and Guadalupe Valley Electric Cooperative (GVEC) codes.

Phone: 830-379-2114

Website: <http://www.gvec.org/default.aspx>

WATER/SEWER

The Oasis water/waste water service is provided by Green Valley Special Utility District (GVSUD). All water utilities must comply with the rules and regulations of the Texas natural Resource Conservation Commission. Rates and meter installation costs can be viewed at the GVSUD website under "Customer Service" "New Service Request." The servicing office is at 529 S. Center St, Marion, TX 78124.

Phone: 830-914-2330

Website: <http://www.gvsud.org/>

GVSUD will inform you if there are any water restrictions in your monthly bill or you can obtain the latest updates on their website under "News & Notices."

VEHICLE REGISTRATION/TITLE

Since we are in Guadalupe County your vehicles should be registered through the Guadalupe Vehicle Title and Registration services located at 307 W Court, Ste 102, Seguin, TX, (380) 379-2315. See their website for more information, <http://www.txdmv.gov/tax-assessor-collectors/county-tax-offices/guadalupe> and <http://www.dmv.org/vehicle-registration.php>

SHERIFF'S OFFICE

The law enforcement for the Oasis is the Guadalupe County Sheriff's Department, not the New Braunfels Police Department. If you have a noise complaint, crime incident, traffic violation, etc. to report, please call their nonemergency number (830) 379-1224. Otherwise, for emergencies, call 911.

USEFUL PHONE NUMBERS

Association Management.....	830-358-8917
Animal Control (Guadalupe County).....	830-303-8853
CenterPoint Energy (Natural Gas) (South Texas).....	800-427-7142
Fire & Medical (Serviced by the Lake Dunlap Volunteer Fire Department)	
- Emergency	911
- Non-Emergency.....	830 627-9215
Green Valley Special Utility District (GVSUD).....	830-914-2330
Guadalupe Valley Electric Co-Op (GVEC).....	830-379-2114
Guadalupe-Blanco River Authority (GBRA).....	830-379-5822
Guadalupe County Appraisal District	830-303-3313
Guadalupe County Commissioner (Precinct 1).....	830-303-8857, Ext 1
Guadalupe County Road and Bridge (Driveway Permits).....	830 379-9721
Guadalupe County Tax Assessor.....	830-379-2315
Guadalupe County Sheriff's Department	
- Emergency.....	911
- Non-Emergency (not life threatening).....	830-379-1224
Humane Society (Guadalupe County).....	830-629-5287
New Braunfels ISD.....	830-643-5700
New Braunfels Library.....	830-221-4300
Poison Control Center.....	1-800-222-1222

RULES AND RESTRICTIONS

Owners become obligated to comply with the governing regulations (Declaration of Covenants, Conditions, and Restrictions (CC&Rs), including the amendments, By-laws, and Rules) upon purchasing any property in the Oasis. The regulations are for the benefit of the present and future Owners and for the purpose of protecting the value and to maintain the overall appearance and desirability of the community. A full version of the governing directives can be found on the Oasis website at www.oasisatlakedunlap.org.

To be in compliance and avoid deed restriction violations, please review the Oasis governing directives and review the most common violated restrictions below. The violation process is listed in the Oasis Rules.

Basketball Hoops. Portable and permanent hoops have specific requirements in the Oasis Rules and require ARC approval before installation.

Construction Site Cleanliness: Worksite and adjacent lots shall be kept clean and free of refuse at the end of each day. Contractors shall not use areas surrounding the property to carry out their work or use other Owner's trash receptacles or water. A refuse container or dumpster shall be used to contain debris and refuse, shall be in an inconspicuous location within the site, and shall be emptied when full. No activities shall be conducted on property or surrounding areas which might be unsafe or hazardous to any person or property. Oasis resident may not put any materials in contractor's refuse containers without permission.

Lot, Lawn, and Landscape Maintenance: Along with fine homes, well maintained landscaping is a major feature of the beauty of our community. Owners are expected to keep their Owners lots, lawn, and landscape in a condition that enhances the community. Lots will be free of debris, refuse, overgrown weeds, dead brush, and limbs. Lawn/landscapes will be mowed, weeded, and trimmed; dead plants, shrubs, trees, and tree limbs will be removed. All rock or desert landscaping should also be weeded

Drainage Easements, Culvert, Driveways. Drainage easements will be maintained immediately in front of property. This area will be cut short, free of obstructions and trash to allow water to flow unrestricted. No Owner may perform or cause to be performed any act which would alter or change the course of such drainage easements or impede water flow.

There shall be no storage or construction of driveways, temporary or permanent, in any drainage easement, except upon approval from the Guadalupe County Road and Bridge department. The approved driveway permit shall be submitted with the Architectural Review application.

Holiday Decorations. Holiday decorations (except December holidays), including lights, flags and banners, shall not be installed any earlier than fourteen (14) days before a holiday, and shall be taken down within fourteen (14) days after the holiday. December holiday decorations and

lighting may be installed after November 15th and shall be removed no later than January 25th of the following year.

Noise: Loud noise shall be curtailed between the hours of 10:30 PM and 7:00 AM. Loud noise includes but is not restricted to loud music, construction noises, and mowing/trimming noise from small engine machines.

Pets: All pets in Common Areas must be secured by a leash or lead under the direct control of a responsible person. At all other times, pets shall be confined to Owners property and not allowed to roam the neighborhood. The Oasis will use the city New Braunfels city pet ordinances as a guide to deal with violations.

Signs: No signs shall be placed in Common Areas without ARC approval. Owner's will not display more than two signs on their property at any time. Review Oasis Rules for restrictions pertaining to political signs, garage/yard sale signs, and vendor signs.

Trash Receptacles. Receptacles will be placed at the curb no earlier than the evening before the scheduled collection day and removed that evening. They will also be kept at all times within an enclosed structure or appropriately screened from view from public and private thoroughfares and adjoining properties. Enclosed structures, aesthetic screens or fences must be approved by the ARC.

Unsightly Vehicles: Unsightly vehicles, include but are not restricted to boats, tractors, trailers, trucks (other than pick-ups), recreations vehicle, campers, wagons, buses, motorcycles, and 4-wheelers, must be enclosed in a garage/building or parked so as not to be visible from the adjoining property or public or private thoroughfares. Temporary parking is permitted for the purposes of washing/polishing and loading/unloading for a period not to exceed 72 consecutive hours within a 7 day period. A boat exception can be reviewed in the Oasis Rules.