



# Highlands Glen

## Summer Newsletter

IN THIS ISSUE

### A Message from Your New Board of Directors!

Dear Homeowners of Highlands Glen:

Your Board of Directors met on July 12<sup>th</sup> for our organizational meeting with Randy Smith, the association manager for Highlands Glen. It was a great meeting in which we discussed many issues to address in the upcoming year as your representatives for the community.

The board has developed a Mission Statement for the community which is:

*“Highlands Glen Homeowners Association is committed to providing the highest level of community living with a safe, well-maintained, beautiful environment for all residents. We will enforce the Association Bylaws and Restrictions while providing ethical and fiscally responsible solutions to promote a sense of community, to optimize our property values, and plan for the future.”*

Here is a list of priorities we have established for the upcoming year:

- Investigate installation of speed limit signs throughout the community and implement a common-sense parking policy
- Commission a Reserve Study to get an independent, 3<sup>rd</sup> party opinion on needed reserves and gauge the financial health of the association
- Establish an approved landscape materials list
- Erect signage and enforce no solicitation in the community
- Investigate options for pool privacy screening and shade structures
- Provide for electrical lighting options at entrances to enhance holiday lighting.
- Communicate community standards regularly
- Common-sense enforcement of CCR’s that lead to increased property values
- Establish and communicate a homeowner pet responsibility standard
- Establish a robust involvement in committees to promote a sense of community

We look forward to serving the homeowners of Highlands Glen in the upcoming year! If you have any questions or concerns, please feel free to reach out to our association manager, Randy Smith, at 817-380-7007 or by email at [randy.smith@fsresidential.com](mailto:randy.smith@fsresidential.com).

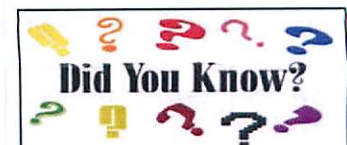
Sincerely,  
The Highlands Glen Homeowners Association Board of Directors



Making changes to your home or lot? You need HOA approval first and before you begin work...



Need a gate code or pool card? Here’s what we need from you to get you set up in our system...



Are you following the rules? Here are a few common issues you need to be aware of...



Drainage swales between homes... do not block them or fill them....

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### Making Changes to Your Property? You Need Approval First!

As a reminder, the Covenants, Conditions & Restrictions for Highlands Glen state in Article 6.2: OWNER'S DUTY – By accepting an interest in or title to a vacant or improved lot in Highlands Glen, each owner covenants to make no changes or additions to the owner's lot or to improvements on the lot without the Architectural Reviewer's prior written approval.



This means no work or modification should be done without prior HOA approval. To submit your project, please use the Architectural Modification Review Request Form. For a copy please contact the association manager, Randy Smith at [randy.smith@fsresidential.com](mailto:randy.smith@fsresidential.com)

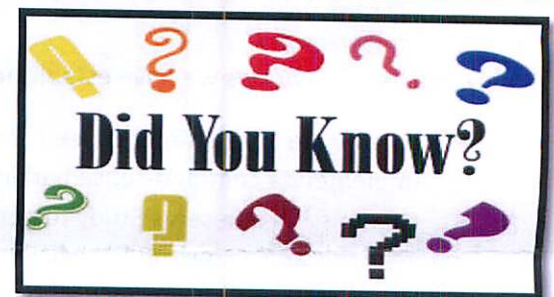


### Issues with Your Gate Code or Pool Card?

For issues with the gate such as registering a new code or Toll Tag, contact Brandon Roberts at [Brandon.roberts2@fsresidential.com](mailto:Brandon.roberts2@fsresidential.com). If you need a replacement pool card please email the pool card desk at [fwreservations.tx@fsresidential.com](mailto:fwreservations.tx@fsresidential.com). Most requests are handled within 24 hours or by the end of the next business day. Make note! Tentatively the last day the pool will be open for the season is September 30<sup>th</sup>.

### Keep Drainage Swales Between Homes Clear!

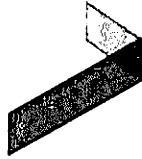
Many homes have carefully designed drainage swales between their homes to allow for proper drainage. It is the homeowner's responsibility to keep these swales free of all debris and not affect the flow of water in any way. This includes bricks, fencing, landscape material or any other items. This requirement is outlined in the community documents. Homeowners may inadvertently void their foundation warranty if they change the water flow pattern in any way.



- Sheds, pools, landscaping changes, roof replacements and fencing changes require advance approval through the ARC process.
- Homeowners are responsible to clean up after their pets and keep them on a leash at all times. Please be a responsible pet owner!
- Trash cans can be placed out no earlier than night before pick-up and put away before dark on day of pick-up. Receptacles should be placed out of sight of street or behind front edge of home/garage.
- Satellite dishes are permitted but should be installed as far out of sight from street (rear of home) as practical. Advance ACC approval is required.
- Boats, trailers and RV's are not permitted to be parked in the community. Unused vehicles are not to be parked along the streets or in driveways.
- If you have any questions you can always contact Randy Smith, association manager at 817-380-7007



# Register For Connect



**FirstService**  
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By registering for Connect you will be added to the email distribution list for community wide emails from the Highlands Glen Homeowners Association.

**Note: All Board meeting notifications (except the annual meeting) are done via email. If you want to receive notice of regularly scheduled board meetings we need your email address.**

By registering, you also will be able to:

- View your account balance and history in real-time
- Access the governing documents for your association
- Submit requests to FirstService Residential
- Access modification forms and track progress
- Search frequently asked questions
- Read current and archived newsletters
- View account information, including address, phone number and email registered to your account

To get registered for and account, send an email to [randy.smith@fsresidential.com](mailto:randy.smith@fsresidential.com)

## Contact Information

### **Randy Smith**

Association Manager

1240 Keller Parkway, Suite 200 | Fort Worth, Texas 76248

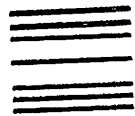
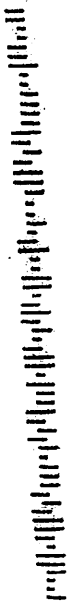
Direct 817.380.7007 | Toll Free 877.378.2388

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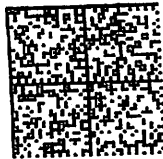
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