

Shepherd Trace News

Community Newsletter

• Shepherd Trace Homeowners Association, Inc. •

March 2012

Board of Directors

Rosalind Haith
President
Constable Coordinator

Karen Willrodt
Vice President
ACC Chairperson

Roy Jackson
Treasurer
Webmaster

Anna Mary Shelton
Secretary

Mary Linden
Director at Large

Shepherd Trace
Website
www.shepherdtrace.com

Randall Management
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Houston, Texas 77036
Phone: 713-728-1126
Fax: 713-728-5015

Deed Restrictions
Lucy - ext. 18
deed@randallmanagement.com
Assessment Account
(Account Receivable)
Jennifer - ext. 22
Imelda - ext. 25
Collections@randallmanagement.com
Managers
Mayra Mora
Ext. 20
mmora@randallmanagement.com
Jane Godwin
jgodwin@randallmanagement.com

SPING FLING

Join us on
April 15, 2012
For the Spring Fling
Event at 12714 Havant
Circle from 3-5 p.m.
Come visit with your
neighbors and enjoy
Pappas' beef, ribs,
chicken, sides, & drinks.
Optional: Bring your favorite
dessert to share with your
neighbors.

Have You Paid Your Assessment Fees?



Is your account in good standing with the Association? If you have a balance on your account we urge you to contact Randall Management and make arrangements to bring your account current. The Association offers a payment plan at no cost to the owner through Randall Management. Beginning immediately there is a monthly collection processing fee in the amount of \$40. This fee will be assessed to each account with an outstanding balance that is not on a payment plan. Failure to bring your account current or make payment arrangements will result in additional fees and legal action.

Important Information



Harris County Constable
Precinct 5
Constable, Contract 51
Constable Website
www.hctx.net
for a Vacation Form.
17423 Katy Freeway
Houston, TX 77094
281-463-6666

Keep the Constables number
in your cell phone for easy
access.

Visit Our New Website

The Association would like to thank Roy Jackson for establishing and maintaining the Association's website. It is the goal of the Association to "Go Green" and distribute notices and newsletter via the website. Look for the "Website Update" signs that will be posted in the neighborhood to alert the owners that new information has been posted on the website. If you do not have access to the internet, please call Mayra at 713-728-1126 ext. 20 and she will be happy to mail you a copy of the newsletter or flyer.

ACC Applications



Before making a change to the exterior of your home, always submit an ACC Application. An application is required for items such as painting your home, installing a satellite dish, replacing your roof, adding a swimming pool, deck, or storage shed to

your yard.

Please email or fax applications to RMI at the numbers, email, or address listed on the front page. The Association has 30 days to process your application. Most applications are processed in less than 10 days. Always include a paint chip. Contact Randall Management to confirm that your application was received. Please note on your application if you have a deadline or an emergency situation such as an active roof leak. Every effort will be made to process your application as quickly as possible.

Don't forget to include samples of paint colors, materials.

Paint samples can not be submitted through email.

Plan ahead for projects and submit an ACC Application.

1. Be a Responsible Pet Owner

Did you know that an average-size dog will deposit 275 pounds of manure every year? It shouldn't be a surprise that your neighbor doesn't want it in his or her yard. Please be considerate and clean up after your pet!

2. Barking dogs

Please monitor your pets and bring them inside if they continue to bark. Pets that tend to bark should not be left alone in your yard unmonitored during the day.

3. Walk Pets on a Leash

Dogs and cats may not roam the property. All pets must be on a leash if they leave your yard.

Please report unleashed dogs to City of Houston Animal Control Dial 311

4. Park in your drive or in front of your own home. Don't forget to instruct your guests to also park in front of your home. In the event that you are having a large family gathering or a party, it is always best to keep your neighbors updated so that they will know the approximate time the event will end.

Repeat violators are subject to legal action.

Keeping Our Drains Clean

Did you know that you are responsible to keep the curbs in front of your property clean and free from yard waste and other debris? The curbs direct rain water to the City's bayou system and the water needs a clean path to flow through to the drains. Grass growing in the curbs and drains block that free flow and may contribute to the high water we typically see with a heavy rain.

Also, it is illegal to sweep or blow any lawn clippings, leaves or other debris into the city drains. Please remind your lawn crews to take your clippings with them. Thank you for helping to keep Shepherd Trace neat and clean!

Protect One of Your Most Valuable Investments By Developing a Consistent Maintenance Schedule.

By doing some simple preventative maintenance, you can extend the life of your home and minimize costly repairs.

Painting - It is important to put a good coat of paint on your home. This means painting every three years on an average depending on the quality of the paint. Painting obviously improves the appearance of our home and protects your wood from the elements reducing rotten wood. Don't forget your ACC application, which must be processed and approved first!

Gutters - Gutters need to be cleaned out on a regular basis. This time of year they fill up with pine needles and leaves. Gutters that fill with water and do not drain properly need to be cleaned. The extra weight will cause the gutter nails to become loose and the gutter will sag or fall from your home.

Landscaping - Trees, shrubs, and seasonal flowers add a great deal to the value of your home and the community. Please remember that over time, trees and shrubs can become overgrown and deter from your home. Please keep your trees trimmed so they do not interfere with the street. **This is the season to Weed & Feed. Lawns that are void of weeds are easier to maintain throughout the growing season.**

Shepherd Trace has back Door Pick Up!

Please do not place your trash out for pickup until after dark on the night before the trash company is scheduled for pick up. Remember that you can also leave your trash at your back door for pick up. If you opt to place your trash out front, it is also important that you remove your trash container quickly after the trash is picked up. Place cans out of view as soon as you return home.