

Marine Creek Ranch  
Homeowners Association, Inc.

Welcome Packet

ENCLOSURES:

HOA Welcome  
Letter  
Design Guidelines  
ACC Check list  
ACC Application  
Homeowner Information sheet  
Pool Key Application

# Marine Creek Ranch Homeowners Association, Inc.

Dear NEW HOME OWNER,

On behalf of the Marine Creek Ranch Homeowner Association Board, we'd like to extend our warmest welcome to the community!

As you settle into your new home, unpacking, arranging furniture, hanging draperies, and all the other things that bring your focus to the interior of your new home, we know you haven't had time to review **all** the information included in your closing papers including the thick Conditions, Covenants, & Restrictions (CC&R) packet you received. We have included some of the most important information about the HOA in the packet to make your adjustment to your new community that much easier.

*One of the most important thing you need to know is you will need written approval from The Marine Creek Ranch Architectural Control Committee before making any improvements or installing any equipment to the exterior of your new home.*

**You must submit an application to the Marine Creek Ranch Architectural Control Committee before any construction or work begins.** *An application is included for your convenience as well as all necessary instructions.*

Please be sure to visit the Associations website at [www.MarineCreekRanchHOA.com](http://www.MarineCreekRanchHOA.com) and register to receive important information regarding your community.

If you have any questions, please feel free to email our Association manager, Toni Early at [Toni@LegacySouthwestPM.com](mailto:Toni@LegacySouthwestPM.com). Again, thank you and welcome!

Sincerely,

Toni Early  
Property Manager  
Legacy Southwest Property Management, LP

**IMPORTANT INFORMATION FROM THE MARINE CREEK RANCH  
ARCHITECTURAL CONTROL COMMITTEE**

*A written request must be approved before conducting any exterior improvements; this includes adding landscaping, stone edging, patios, structural additions, etc.*

The ACC committee is here to assist you in making improvements to the exterior of your home or property. We are responsible for ensuring that all property modifications comply with the Covenants, Conditions and Restrictions (CC&R's).

The following items must accompany requests for property improvements:

1. A copy of your plat survey with the improvements drawn out indicating where they will occur. You should have received your plat survey from the title company when you closed on your home. The plat survey is required for all requests; no request will be approved without this survey.
2. If someone other than yourselves is performing the work, you must list the name of the person or company performing the work.
3. The materials being used must be listed (slate, treated wood, aggregate, concrete, type of roofing materials, etc.).
4. Do not leave out details; be as descriptive as possible. Lack of details only delays the approval process.

Please send all requests to Legacy Southwest Property Management. Their information is given on the ACC Improvement Application and Review form.

**Construction Restrictions**

The following are restrictions and guidelines as described in the Marine Creek Ranch HOA CC&R as they pertain to improvements made to your home.

1. No work is to begin without prior approval from the Architectural Control Committee and, if necessary, a permit from the City of Ft. Worth has been received.
2. Only your property is allowed to be used for all phases of construction. Your neighbor's property or any property belonging to The Marine Creek Ranch HOA is not to be used in any way to access, store or transport any equipment, persons or vehicles.
3. No equipment is to be left overnight unless it is stored inside your enclosed garage. Contractors must remove all equipment at the end of each day's work.
4. No commercial vehicles are to be parked overnight except inside your enclosed garage.
5. Work can only be conducted during the times as defined by the city of Ft. Worth.

**Marine Creek Ranch Homeowners Association, Inc.**  
**Homeowner Information sheet**

**Homeowners Name(s):** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
\_\_\_\_\_

**Mailing Address (If Different from physical):** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_  
**Emergency Contact (Optional)**

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Periodically we will send out correspondence via email to the members of the Association regarding matters of the Association. Below please let us know if you would like to be included on the distribution list to receive such emails.

I, \_\_\_\_\_ give my consent to receive Electronic Communication from Legacy Southwest Property Management, LP and Marine Creek Ranch Homeowners Association, Inc. Board of Directors.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ **do not** give my consent to receive Electronic Communication from Legacy Southwest Property Management, LP and Marine Creek Ranch Homeowners Association, Inc. Board of Directors.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Once you have completed the form please return it to us via email at  
[Toni@LegacySouthwestPM.com](mailto:Toni@LegacySouthwestPM.com) or mail to 6010 W. Spring Creek Pkwy., Plano, TX 75024