

OAK FOREST

HOMEOWNERS ASSOCIATION

Resident Handbook

P.O. Box 920561
Houston, TX 77292-0561
713-688-OFHA
www.OFHA.org

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Welcome

Welcome to the Oak Forest Neighborhood! We're delighted that you have chosen to live in the "Urban Woods" of Houston. We have over 5,500 homes and are the third largest community in Harris County since the annexation of Kingwood. Oak Forest is rich in history, diversity and we hope that you will get involved in the community that you have chosen to live in.

History of Oak Forest

Development

Oak Forest is 1,132 acres. This includes 36 miles of paved streets (270 acres), 20 acres of parks, and 50 acres dedicated for parks, churches and schools. The remaining 792 acres are divided into 4,780 home lots. Home lot sizes range from 60' by 120' to 130' by 150'. Streets were paved in a curved pattern by design, to focus on two major shopping centers located at 43rd and Ella and 43rd and Rosslyn.

Frank Sharp bought the land for \$400 an acre in the mid-1940's. At the time, it was a defunct golf course. The goal of the development was to build 20 houses every day. The final development cost was approximately \$1,000 per acre. Oak Forest would be Houston's largest subdivision until he built Sharpstown.

Home Specifics

Oak Forest building began in traditional manner, but by the time 890 homes were completed in the late 1940's, the rising costs of materials was cutting into profits, and Sharp decided to change operating techniques.

At this time, the developer began paying non-union labor on a flat fee "per job" basis. For example, cement finishers received \$17.50 per house, and brick layers received \$50 per thousand bricks and were required to furnish their own mortar and scaffolding. Electrical wiring per bedroom was \$18. Average plumbing costs 2268-05 B were \$705 per house, and painting (both interior and exterior) was \$450. The new labor process was said to have saved \$1,000 per house. The goal was to have "buy in" among laborers and for them to have a personal stake in the construction.

Predominant architect for Oak Forest was the firm of Wilson, Morris & Crain. They had a reputation for modern and progressive home designs. The firm used primarily six architectural plans. Homes were to look "similar, yet different" due to porch and entrance details, siding materials, color schemes and other factors.

Some features of this modern designs included a lower overall appearance, many windows, closets projected outside, (under roof overhangs) to not take up valuable floor space, sliding closet doors, garages replaced with carports (which could be reversed back to a garage if wished), a variety of exterior colors, (a departure from the mostly all-white homes of the time period), and last, a southern facing orientation to take advantage of coastal winds coming in from the southeast. Many homes also came with automatic dishwashers, considered a big luxury at the time!

In the late 1940's and early 1950's, a typical home in Oak Forest sold for \$8,600 to \$8,900 at \$7 to \$9 a square foot. Some examples cited were one \$10,050 home being 1,273 square feet, and another \$8,875 home being 1,076 square feet.

Oak Forest home prices were below the competition and homes sold faster than others on the market. Its reputation as an affordable, pleasant place to live is something that carries over to present times.

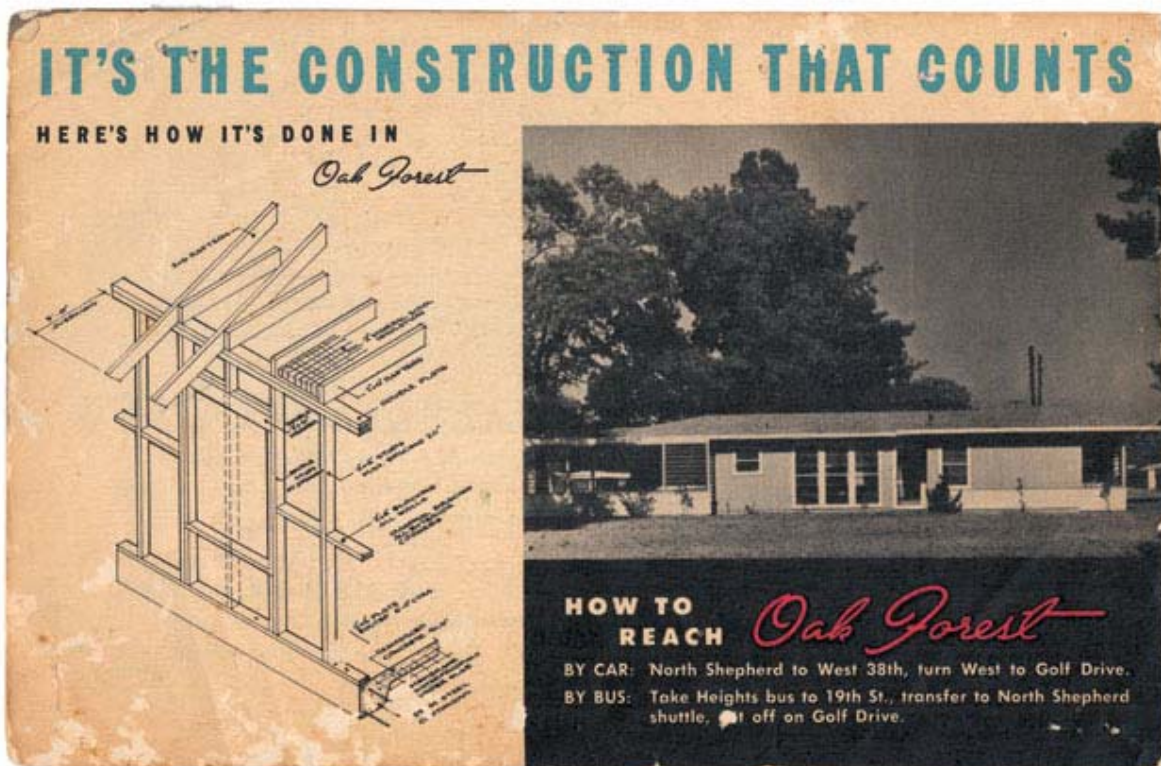
OFHA – Not Your Typical Association

You hear horror stories about homeowner associations that are so restrictive they measure the height of the grass and tell homeowners what color to paint their homes. We couldn't be further from those "corporately managed" associations. OFHA is a volunteer-driven civic group with the purpose of bringing neighbors together.

The quality living environment we enjoy in Oak Forest is enabled by the direct involvement of our residents. We manage its finances, beautify common grounds, write its newsletters, maintain deed restrictions, and plan social events to ensure a quality of life found in few places.

Our homes and the environment we have nurtured in Oak Forest have attracted residents with diverse and considerable talents. Together, we have created and we maintain a community you can be proud to be part of, and to which you can make your contributions in areas of finance, architectural review, grounds management, social/recreation, newsletter/communications and other areas.

Whether you own or rent your home, you can make your interests known in any of these areas by contacting any member of a committee or our Board of Directors. Special obligations belong to our homeowners. If you have purchased one of our 5,500 homes, you have also assumed a portion of the responsibilities for managing our common assets as well. Costs of maintaining our community are measured in more ways than money. Your dues cannot adequately substitute for contributions of your time. It is important that we each assume our share of responsibilities. Please volunteer for a working committee. And when you're not active on a committee or the Board, please support those who are by attending our monthly general meetings. Only your resolution to participate—to be hands-on involved in sustaining the quality of your community—can preserve that environment in which we have all invested.



Opportunities to Get Involved

Residents actively volunteering is what makes Oak Forest a great neighborhood. Our homeowner's association is not a faceless management company; it is residents like you managing the finances, writing the articles in each quarter's newsletter, maintaining deed restrictions, planning social events and more. Together, we maintain a community you can be proud to be part of, and to which you can contribute your time and talents in any of the following areas:

Membership

The easiest way to get involved is to join! Your voluntary donation of \$20 per year helps fund a variety of projects that benefit our neighborhood.

Meetings

The homeowners association meets on the second Monday of each month at the Community Center in Candlelight Park at 7 p.m. and we would love to have you join us.

Committees

Architectural Committee

Its purpose is to help homeowners avoid conflicts with deed restrictions by reviewing plans for all construction and renovation which are normally submitted to the City of Houston for the permitting process. The submission and review process is required for new construction of all types, the increasing of square footage of a residence such as additional structure enclosures of either air conditioned or non-air conditioned space (i.e. room addition), new garage construction or addition and carport construction. For more information consult your section's deed restriction and/or call the OFHA hotline at 713-688-6342 or **for a faster response** you may email the Committee Chair at Hotline@OFHA.org.

As some sections of Oak Forest have deed restrictions that differ from the City of Houston's requirements, and to avoid unnecessary revisions between architect/contractor and the City, construction documents should be submitted to the Architectural Committee and approved prior to being submitted to the City of Houston for permitting.

Plans not submitted for review prior to City of Houston plan approval or construction will be red tagged (construction halted) until the plans have been reviewed and all objections remedied prior to approval by the architectural committee.

Renovations that will not trigger Architectural Committee review include, but are not limited to interior renovation of all types, exterior painting & roofing. The Committee will convene as needed for plan review. Plans can be arranged for submission to the Homeowners Association by contacting the OFHA hotline at 713-688-6342, emailing the Committee Chair at Hotline@OFHA.org or by attending a homeowners meeting.

Beautification Committee

Monthly Beautification Saturdays with projects including new neighborhood entry signs, esplanade improvements, tree plantings, mulching flower beds, graffiti clean-up, and more.

Citizens On Patrol

Patrol our neighborhood for a minimum of one hour per week. Meetings are held on the second Thursday of every month. To enroll in the Citizens on Patrol (CP), you will need a cell phone in order to report any suspicious behavior observed. Magnetic car/truck decal are provided. Please consider joining. Contact **Leon Ligon** at **713-956-5218** for more information.

Deed Restrictions Committee

The Deed Restriction Committee was established by the Oak Forest Bylaws and prescribed by the original deed restrictions. Its purpose is to address the questions and concerns of residents of Oak Forest in regard to deed restrictions and possible violations, as well as researching and responding to such inquiries. When possible, a member of the committee will make an onsite inspection of the suspected violation, and issue a letter of citation if the circumstance warrants such a response. If a violation warrants litigation, it is pursued by the Deed Restriction Committee after a recommendation is accepted by the general membership at a regularly scheduled monthly meeting.

To report a suspected deed restriction violation or a violation of city ordinance, contact 713-688-6342 or email the Committee Chair for fastest response.

Copies of deed restrictions are available by Oak Forest section at the City of Houston Oak Forest Branch Library or at www.ofha.org/deed.html as PDF scans of the originals. To confirm which section you live in, please see the Oak Forest Section Map on www.OFHA.org (under Homeowner Resources, then Maps).

The Deed Restriction Committee is currently accepting new members. To inquire about joining, contact the Committee Chair at Hotline@OFHA.org.

Movie in the Park

Select the film, recruit sponsors, spread the word and more...

Because we are based solely on volunteers, we encourage you to spend time on an established project or contact OFHA's President to start one of your very own! Though we all have tremendous demands upon our time, Oak Forest is only as great as our volunteers.

Other Groups

Parents of Oakies

Parents of Oakies is a playgroup for children ages birth through pre-school who live in Oak Forest, Garden Oaks, and surrounding neighborhoods. Families pay \$25 annual membership dues (pro-rated dues apply after January 20th) to cover operating costs and special events. They offer a monthly playgroup for all ages and biweekly activities for each age group so your child can play and socialize with new friends that may be experiencing the same developmental milestones. Learn more and/or view their calendar of events visit: www.meetup.com/parents-of-oakies. Playgroups are as follows:

Acorns	0-12 months	Seedlings	25-36 months
Sprouts	13-24 months	Saplings	3-5 years

2011 Membership Form

Oak Forest Homeowners Association
 PO Box 920561
 Houston, TX 77292-0561
 713-688-OFHA
hotline@OFHA.org



Please join OFHA:

Name: _____

Address: _____

City, State, Zip: _____

Property Address: _____

Join us for monthly OFHA meetings at the Candlelight Park Community Center (1520 Candlelight Ln.). Meetings are the 2nd Monday of every month at 7:00 p.m.

To receive news and information via email, sign up for the Oakie Alert at www.ofha.org

DESCRIPTION	AMOUNT
<p>Voluntary Dues for 2011</p> <p><i>Additional Donation:</i></p> <p> Beautification</p> <p> Citizen Patrol</p> <p> Movie in the Park & Social Events</p> <p>*Save a stamp by paying your dues online at www.OFHA.org using PayPal</p>	<p>\$ 20.00</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
TOTAL	

Make all checks payable to OFHA, Inc. and return with this invoice.
 If you have any questions concerning this invoice, contact hotline@OFHA.org

WE APPRECIATE YOUR ANNUAL MEMBERSHIP AND SUPPORT!

Communication

Telephone

While the easiest way to contact OFHA and the Board of Directors is via email, we do have a hotline specifically for residents who prefer to communicate in a more traditional manner. You can leave a voice message at 713-688-OFHA (6342) and someone will return your call.

Oakie Alert

This is our primary method of contact with the residents to keep them informed of social activities, political issues, and other helpful items. You can sign up and read past issues following the link on the home page at www.OFHA.org.

Web

Our website was professionally designed by volunteer resident Wes Jones. It has important information that we need to communicate to our residents. Please visit our website, www.OFHA.org, for information such as community involvement, neighborhood resources, heavy trash pick-up schedule, online deed restrictions and more. Let us know what you think!

Forum

In an effort to better organize communication between neighbors, we launched a section of the website that allows residents to post topics in an organized manner. It makes it easy to reference topics as well!

Through the Forum, neighbors are able to stay in touch on up-to-the-minute things like lost pets, opinions of local restaurants, preferred handymen, handy tips and advice and more. We can also announce meetings and important news as well as post minutes from each general meeting.

Board of Directors and Appointees

The Board of Directors is elected at the December Annual Meeting. If you are interested in running for an office, please contact any member of the board before the November meeting. Candidates must have paid their dues by July 31 in order to run for office at the end of the year. Here are descriptions of each position:

President

The President shall preside at all meetings, regular and special, of the Homeowners Association and at all meetings of the Executive Board. The President shall make the appointments specified in these Bylaws. The President shall be ex-officio chairman of all committees, except the Nominating Committee and perform such duties that pertain to the office as may be prescribed in these bylaws and the policies of the Homeowners Association. He/She shall represent the Association at any public function and be responsible for public relations, and shall be an authorized signatory with the Treasurer on the Homeowners Association's checking account.

Vice President

In the absence of the President, the First Vice President shall serve in his/her stead. The First Vice President shall assist the President when so instructed by the President. The First Vice President shall serve as Chairman of the Program Committee, ex-officio Chairman of the Architectural Committee (AC), ex-officio Chairman of the Deed Restriction Committee (DRC). The First Vice President shall be an authorized signatory, with the Treasurer, on the Homeowners Association's checking account.

Board of Directors (continued)

2nd Vice President

In the absence of the First Vice President, the Second Vice President shall serve in his/her stead. In the absence of the President and the First Vice President, the Second Vice President shall serve in his/her stead. The Second Vice President shall assist the President and First Vice President when so instructed by the President.

Treasurer

The Treasurer shall be entrusted with the custody of the Homeowners Association's funds, maintaining an account for this purpose in a bank convenient to the neighborhood. The Treasurer shall make a report to the Homeowners Association at each meeting, showing all receipts and disbursements by item since the last meeting. At the annual meeting, the Treasurer shall submit an audited annual report. The Treasurer shall countersign all checks drawn on the Homeowners Association's account, together with the President or Vice President. The Treasurer shall maintain a petty cash fund from which she/he is authorized to make expenditures not to exceed twenty dollars (\$20.00). No monies, except petty cash shall be spent by the Homeowners Association without the two-thirds (2/3) vote of those present and voting, a quorum being present. All monies approved by the Executive Board shall be spent within thirty days or shall be forfeited.

The Treasurer shall maintain all records necessary to fulfill the requirements of State and Federal Tax Exempt Status held by the Homeowners Association and file all required applications as necessary to retain such status in a timely manner. The Treasurer shall be bonded in an amount deemed necessary by the Executive Board. The Treasurer shall maintain an up-to-date list of members and shall keep a permanent record of the members' attendance at all meetings, and be the Chairman of the Membership Committee.

Secretary

In addition to serving as recording officer at all meetings, regular and special, of the Homeowners Association and the Executive Board, the Secretary shall give timely notice of all regular monthly meetings and prior notice as specified in these Bylaws for specially called meetings. He/She shall be a member of the Membership Committee, and perform other secretarial duties as required or assigned by the Executive Board. The Secretary shall be the custodian of the Homeowners Association's records except those specifically assigned to others.

Parliamentarian

The Parliamentarian shall advise the President and other officers, committees and members of Parliamentary procedure. The Parliamentarian shall be a member of the Bylaws Committee.

Sergeant at Arms

The Sergeant-at-Arms shall assist the President; shall keep the peace, regulate and control entrance to all sessions, welcome guests and members at meetings. He/She shall assist as required in setting up and clearing meeting rooms and perform other duties as assigned by the President.

Area School Information

We are located in the Houston Independent School District (HISD). Following you will find information regarding public schools which serve our area. To identify to which school your address is zoned, visit HISD's School Zone Search Tool:

http://dept.houstonisd.org/ab/abcx_tool/search.asp

Oak Forest Elementary	(713) 613-2536	http://es.houstonisd.org/OakForestES/
Garden Oaks Elementary	(713) 696-2930	http://es.houstonisd.org/GardenOaksES/
Stevens Elementary	(713) 613-2546	http://es.houstonisd.org/StevensES/
K. Smith Elementary	(713) 613-2542	http://es.houstonisd.org/KSmithES/
Benbrook Elementary	(713) 613-2502	http://es.houstonisd.org/BenbrookES/
Wainwright Elementary	(713) 613-2550	http://es.houstonisd.org/WainwrightES/
Black Middle School	(713) 613-2505	http://ms.houstonisd.org/BlackMS/
Clifton Middle School	(713) 613-2516	http://www.cliftonms.org/
Waltrip High School	(713) 688-1361	http://hs.houstonisd.org/WaltripHS/
Scarborough High School	(713) 613-2200	http://hs.houstonisd.org/ScarboroughHS/

Garbage, Recycle and Heavy Trash Collection

Curbside recycling, garbage and heavy trash collection services are provided by the City of Houston. Oak Forest is quite large and spans 2 zip codes. The best way to determine the schedule at your address is to call 3-1-1 or visit:

<http://www.houstontx.gov/solidwaste/schedule.html>

Park Information

Candlelight Park (713) 682-3587 <http://www.houstontx.gov/parks/communitycenters/cc-candlelight.html>

- | | |
|-----------------------------|---------------------------------|
| - Community center building | - 0.45-mile hike and bike trail |
| - Playground | - Indoor gym |
| - Lighted sports field | |

Oak Forest Park

- | | |
|-----------------|-----------------|
| - Swimming pool | - Tennis courts |
|-----------------|-----------------|

T.C. Jester Park (713) 686-6800

- | | |
|-----------------------|-----------------|
| - Disc Golf Course | - Skate Park |
| - Dog Park | - Swimming pool |
| - Hike and bike trail | |

Helpful Numbers and Other Resources

Animal Control	311
Centerpoint Energy	(713) 659-2111
City Council Member Brenda Stardig (District A)	832.393.3010
City of Houston Website	
Fire Department (Non-Emergency)	(713) 247-5000
Harris County Appraisal District	(713) 957-7800
Harris County Crimestoppers	(713) 222-TIPS
Harris County Health Dept.	(713) 274-6300
Harris Co. Homeland Security & Emergency Mgmt.	(713) 881-3100
Harris County Information	(713) 755-5000
Harris County Libraries (Oak Forest Branch)	(832) 393-1960
Harris County Tax Office	(713) 368-2000
Harris County Voter's Registration	(713) 368-VOTE
Library	(832) 393-1960
METRO	(713) 635-4000
Poison Control	(800) 222-1222
Police Department (Non-Emergency)	(713) 884-3131
Police Department (Near North Storefront)	(713) 956-3140
Power to Choose: Residential Electric Providers	(866) 797-4839
TX DPS—Driver's License (4545 Dacoma)	(713) 683-0541
US Postal Service	(800) ASK-USPS

www.countypets.com
www.centerpointenergy.com
E: districta@cityofhouston.net
www.houstontx.gov
www.houstontx.gov/fire
www.hcad.org
www.crime-stoppers.org
www.hcphes.org/
www.hcoem.org/
www.co.harris.tx.us
www.hcpl.net/
www.hctax.net/
www.hcvoter.net
www.houstonlibrary.org/
www.ridemetro.org/
http://www.utmb.edu/setpc
www.houstontx.gov/police

www.powertochoose.org
www.txdps.state.tx.us
www.usps.com



Section Map

Oak Forest is comprised of 18 sections totaling about 5,500 homes.



Deed Restrictions

Why we have them

Deed Restrictions protect your investment and protects the character of Oak Forest. They ensure that we have uniformity in building codes. Oak Forest is deed restricted. All of the eighteen sections have a set of deed restrictions set in the late 1940's by Frank Sharp.

You can find a copy at the Oak Forest Branch Library. OFHA has also scanned copies on our website www.OFHA.org, for your convenience.

Common Deed Restrictions to all Sections

While deed restrictions vary by section and each has unique wording, there are common deed restrictions to all of the sections. Most of the violations occur when a resident build or remodels and is not aware of the set back line. We encourage you to familiarize yourself with them, but if you have any questions, please feel free to contact the Deed Restriction or Architectural chairs.

The Architectural Review Process

If you would like to remodel your existing home or build a new home on your lot, the City of Houston requires prior approval from the owner's Homeowner Association to ensure that your plans will not violate the set deed restrictions. This allows for a smooth building process and avoids potential lawsuits from the City of Houston Legal Department. The City of Houston wants to ensure that building permits do not violate any of the following provisions of deed restrictions: authorized use of property; no authorization for garage apartment; front setback; side/interior setback; rear setback; side street setback; minimum/maximum lot size; minimum/maximum building size; number or type of structures on a lot; and height of structure on lot.

Yard Parking Now Prohibited by City Ordinance

A Prohibited Yard Parking Area (Section 28-303 of the Code of Ordinances) for Oak Forest Sections 1-15 and Section 18 has been approved by Houston City Council. This ordinance prohibits the parking of a vehicle or equipment within the front or side yard on any unimproved surface. Violating this Ordinance by having a car parked in the front or side yard is a misdemeanor, enforced by HPD, and violators will receive a fine not to exceed \$150.00 per day.

2011 Architectural Review Submission Form

1.11

Instructions:

- Step 1: Complete this form. Describe the proposed work. Include in all pertinent information, if a category does not apply, check the box "Not Applicable."
- Step 2: Choose which party will be the representative to answer questions regarding the project
- Step 3: At OFHA.org, click on Homeowner Resources, then click on Deed Restrictions, download the Restrictions for your section, print, sign and submit with your plans.
- Step 4: Submit this completed form, your site plan, and a copy of your architectural plans for review. We accept any size plans and prefer electronic copies in PDF format.
Send electronic plans, along with this form to: hotline@myOakForest.org. Paper copies may be dropped off at: 1353 Martin, 77018 (corner of Martin and Oak Forest).

Description of Property/Location of Proposed Project:			
Lot:	<input style="width: 90%;" type="text"/>	Block:	<input style="width: 90%;" type="text"/>
Physical Address:		Section:	<input style="width: 90%;" type="text"/>
Houston		Texas	Zip: <input style="width: 90%;" type="text"/>

<i>Primary Contact</i>	Owner Information		
<input type="checkbox"/>	Name:		
	Address (If different from proposed project location):		
	City:	State:	Zip:
	Telephone:	Email:	
<i>Primary Contact</i>	Contractor/Builder Information		<input type="checkbox"/> Not Applicable
<input type="checkbox"/>	Name of Company:		
	Contact:		
	Address:		
	City:	State:	Zip:
	Telephone:	Email:	
<i>Primary Contact</i>	Architect Information		<input type="checkbox"/> Not Applicable
<input type="checkbox"/>	Name of Company:		
	Contact:		
	Address:		
	City:	State:	Zip:
	Telephone:	Email:	

Description of Work:

Initial these Statements of Deed Restriction Understanding;

- I acknowledge that this construction project is within the building set-back lines as set forth in the applicable Oak Forest deed restrictions and/or any other restrictions or laws that are applicable to this construction project.
- I acknowledge that this construction project does not incorporate or have a 3 car garage.
- I acknowledge that this project does not have a third floor designated as living space. A living space is generally known as, but not limited to, an area with heating, ventilation, and air conditioning ("HVAC") and applicable provisions.

Applicant's Signature: _____ **Date:** _____

OFHA USE ONLY:	
<input type="checkbox"/> Reviewed by: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved/Resubmit	Date: _____
Reason for Rejection: _____	