

# BRIARPOINT CONDOMINIUM OWNERS ASSOCIATION, INC.

c/o Creative Management Company

8323 Southwest Frwy. – Suite 330 - Houston, Texas 77074

(Office) 713-772-4420; (Fax) 713-772-8655

## COMMUNITY INFORMATION

### Monthly Assessment Payment Options:

**Option 1- ACH:** Allows CMC to draft your monthly assessments directly from your bank account on the 5<sup>th</sup> of every month.

**Option 2 - ONLINE PAYMENT OR RECURRING PAYMENT:** Allows owners to make a one-time payment or set up a recurring payment online.

**Option 3 – PAYMENT MAILED.** Please allow 7-10 days for payment to be received and processed.

**Option 4 – BILL PAYMENT:** Allows owners to request their personal bill payment system to process the payment. We recommend that owners allow 7-10 days for payment to be received and processed.

**(Please Contact – Monique Garza, Accounting Supervisor @ [mgarza@cmctx.com](mailto:mgarza@cmctx.com) or 713-772-4420**

### Amenities Covered by Your Monthly HOA Dues:

**Trash: Service Days are Tuesdays and Fridays: ALL TRASH IS TO BE DISPOSED OF IN ONE OF THE DUMPSTERS LOCATED ON PROPERTY. TRASH IS NOT TO BE PLACED OUTSIDE OF THE DUMPSTER. HEAVY TRASH IS TO BE DISPOSED OF AT A LOCATION OUTSIDE OF BRIARPOINT CONDOMINIUMS AT THE OWNERS EXPENSE.**

#### **Water & Sewer**

**Cable (Comcast Basic Cable)** You may need to contact Comcast to secure a digital converter box. Please let them know that you need to speak with someone in the bulk cable division as we have a contract with them.

**Maintenance:** Pool, Foundation, Exterior Building Maintenance, Roofs, Gutters/Downspouts, Landscaping, Tree Trimming, Fencing, Sidewalks, Common Plumbing Lines (includes sewer back- ups) Cluster Mailboxes (Locks & Keys are an owner's responsibility), Common Electrical Repairs.

**Property Insurance** (does not include personal contents or betterments) It is strongly recommended consult with your insurance agent to ensure that you are adequately insured. You may request a copy of the property insurance certificate and any other related insurance documentation by contacting your Property Supervisor, Lynn Marticiuc, at: [lmarticiuc@cmctx.com](mailto:lmarticiuc@cmctx.com) or 713-772-4420 X 142.

### Parking on Property:

All parking is first come first serve. Parking on property requires a parking permit.

**Please contact Carne Davila for assistance: [cdavila@cmctx.com](mailto:cdavila@cmctx.com)**

**Pool & Pedestrian Gate Keys and Remotes:** Payments must be a check order money order only.

Pedestrian Gate Keys	\$ 10.00
Pool keys	\$ 50.00 (forms must be filled out and ID must be presented when purchasing.)
Remotes:	\$ 35.00

**Please contact Carne Davila for assistance: [cdavila@cmctx.com](mailto:cdavila@cmctx.com)**

## **TO REQUEST ASSOCIATION RESPONSIBLE REPAIR OR MAINTENANCE:**

**DURING OFFICE HOURS (8:00 A.M. -5:00 P.M. Monday through Friday): 713-772-4420 or [workorders@cmctx.com](mailto:workorders@cmctx.com).**

**After Hours and Weekend Emergencies: Contact our office and follow the audio prompts until you reach the answering service. Your property Supervisor will be notified and your call will be returned.**

## **WATER SHUT OFF PROCEDURE**

**Your hot water is provided by community boilers. Some plumbing repairs may require the boiler to be shut down in order for an owner or the association to make a repair.**

Shutdowns are scheduled for the 1<sup>st</sup> Tuesday of each month. Resident must get on list prior to shutdown day – AAA Plumbers handles shutdown Only (**they will not work for owners on private plumbing**)– If not on shutdown day, owner must hire **AAA** Plumbing only.

**ARCHITECTURAL CONTROL (ACC) – All Exterior Modifications to Unit must be approved by the Board of Directors prior to the commencement of any work performed. ACC forms may be obtained on the CMC website.**

## **INSTRUCTIONS FOR LOGGING INTO CREATIVE MANAGEMENT COMPANY’S WEBSITE**

Create Homeowner Log-In

By establishing your homeowner log-in account, you will be able to access your account information, access recent work order information, report work orders, download legal documents and forms, etc. Before creating your log-in, you should first confirm that we have your correct email address on file. You may confirm this information by contacting [webhelp@cmctx.com](mailto:webhelp@cmctx.com). Only one log-in per account is allowed.

In order to create your homeowner log-in, visit our website at [www.cmctx.com](http://www.cmctx.com) and follow the instructions below. Please note, if you own multiple properties, you will need a separate login for each property address:

1. Click on “Homeowner Log-in” at the top of the page.
2. Click on “Need to Set up New Account” Enter your first and last name followed by your account number. This must match exactly what we have on file.
3. Select “Create Account”, you will receive a prompt stating that your account was created and a temporary password has been sent to your email address on file.
4. Once you obtain the password from your email, you may access the aforementioned information by going back to our website and clicking on “Homeowner Log-in” at the top of the page.
5. Enter your username (your email address) and your password (case sensitive).
6. Click “Log-in”.

If you have difficulty creating your log-in, please contact [webhelp@cmctx.com](mailto:webhelp@cmctx.com).

Lynn Marticiuc  
Property Supervisor  
[lmarticiuc@cmctx.com](mailto:lmarticiuc@cmctx.com)  
713-772-4420 X 142