

Frequently Asked Questions:

What is the Role of the HOA Board of Directors?

The HOA Board is responsible for the operation of the Association. This includes creating the HOA Governing Documents, approving the Annual Budget, setting the HOA dues, selecting vendors that work for the association, and setting all policies of the HOA. Your Board partners with the HOA management team and approves all mass communication sent to the Homeowners by the General Manager. Your HOA is under the Declarant Control Period, which means that the Board of Directors is a three-member Board of Hunt employees consisting of Todd Watson, Diane Hornquist, and Colin Fitzgibbons. As the community is developed, the HOA Board will transition incrementally to a full Homeowner Board.

What is the Role of the Developer?

For over 45 years, Hunt Realty has been pursuing investments across Dallas and North Texas, helping build and sustain the community we call home. Developing a community includes engineering and installing the infrastructure (water, sewer, stormwater, and streets), selecting the Home Builders, designing, and constructing the amenities in the community, establishing the Homeowner's Association, and much more.

How does a homeowner make a request to the DRC?

All requests should be submitted electronically at <https://brooksideatfields.connectresident.com>. A copy of the Property Modification Approval Request Form is available online, as well. Please complete the form as it applies to your improvement project and remember there is no such thing as too much information. The more information included, the more likely your project will be reviewed in a timely manner. All requests are submitted to the Board for review. They have up to 30 days from receipt of a *complete* application to render a decision.

The following documents will be needed when submitting an DRC request:

- Completed Property Modification Approval Request Form (Also referred to as a modification application)
- Lot Survey – Clean, unmarked
- Lot Survey – Marked (please mark where the modification will be taking place on your Lot)
- Photos of the Front of Home and project area
- Detailed Materials List (e.g., construction materials, color sample if painting, photo of stone/brick being used on a landscape border, type of wood and stain color for any wood structure, etc.)
- Additional documents that will be needed:
 - If you are painting your home, please submit a photo of the 5 nearest homes directly across the street and on both sides of your home. Repetition and spacing will be factored into the committee's decisions.



How can I get community emails?

Frequently, we send out community emails regarding community events, amenity updates, meeting notices and more. You will need to register online and opt-in for emails on the homeowner website portal at <https://brooksideatfields.connectresident.com>. This can be done 30-60 days after closing on your home. You can reach out to your General Manager for your account number to link your property to your account.

We also have a weekly newsletter, where we highlight the ongoings in the community along with other important HOA information about events, meetings, clubs, etc. Please opt in by emailing the General Manager, Anthony.Martinez@fsresidential.com.

Why and when do I pay homeowner's assessments?

Each homeowner who purchases a home in Brookside becomes a member of the Brookside at Fields Residential Community Association, Inc. Your home purchase includes mandatory membership of the Homeowner's Association, a non-profit Texas Corporation. Your assessments contribute to funding the operating cost of the Association, the professional management of maintenance of defined common areas and common elements, amenities, utilities, legal, insurance, lifestyle programming, financial accounting, and the enforcement of the Covenants, Conditions, and Restrictions of the Association. In short, paying your assessment protects your investment.

The assessments are billed and payable semi-annually on February 1 (considered late after 30 Days) and on August 1 (considered late after 30 days). You will receive your respective statements in January and July.

Payments can be made online at <https://brooksideatfields.connectresident.com> or mailed to Brookside at Fields Residential Association c/o FirstService Residential P.O. Box 30343 Tampa, FL 33630-3343.

Do my HOA dues pay for the amenities in the community?

No, the amenities are built and paid for by the Developer. The HOA takes ownership of the amenities once they are complete and is responsible for the maintenance of the amenities going forward.

Whom do I contact regarding home warranty issues?

You must contact your builder's warranty department directly. The HOA is not involved with any aspect of this process.

How can I make a reservation or appointment?

Contact the General Manager at Anthony.Martinez@fsresidential.com to check availability. The Brookside Amenity Center Reservation form can be found online at <https://brooksideatfields.connectresident.com> under the Documents section and on www.brooksideatfields.com. All reservations are first come first serve and must be made a minimum 30 days in advance, there are no holds without a signed form. If you will be using an outside vendor at your event (e.g., catered food etc.), a Certificate of Insurance (COI) will be required a minimum of 7 days prior to the event.

How do I gain amenity access?

Pool access credentials are issued at move-in or after closing. One free credential will be provided for each home. If your home is being rented, the owner must make the initial amenity access request, and access cannot be issued directly to tenants without the property being properly registered as a rental with the HOA.

Why is parking allowed on the streets?

The community streets are considered public and owned by the City of Frisco, which means parking on the streets is allowed. The HOA does not have the authority to restrict parking on the streets. To ease traffic flow and encourage safety, we ask that residents practice good neighbor parking and park first in their garage, then in their driveway, and in front of their own home as a last resort.

What can be done about speeding on my residential street?

According to state law, the speed limit on residential streets is 30mph whether a sign is posted or not. Vehicle speeds are notoriously difficult for pedestrians to accurately guess, so we suggest you stand in your yard and have someone drive by at 30mph so you can see what a car driving the speed limit looks like. If you believe traffic is going faster than 30mph on your street, you can contact the Police Department at 972-292-6164 to request that they place their radar speed trailer on your street and/or conduct a directed patrol. You can also call 972-292-5400 and ask to speak to a Traffic Engineer and request that we conduct a speed study on your street.

The speed study will determine the actual speeds of cars throughout the day. Depending on the results, we can install additional 30 mph speed limit signs, increase the visibility of a pedestrian crossing, or we can ask the Police Department to conduct a directed patrol during times when speeding is occurring. We can also suggest an HOA education campaign (because it is typically the residents of your neighborhood who are speeding because they are so familiar with the streets). In rare cases where speeds are high, the city can allow the neighborhood to install and maintain a permanent radar speed board.

The City of Frisco does not install speed bumps or humps on public streets, nor do we install stop signs to control vehicle speed (see more detailed responses about these items at friscotexas.gov FAQ). The city also does not lower the speed limit on individual residential streets; instead, the city maintains a consistent residential speed limit across the city and in line with state law.

Can I install an alarm system?

The City of Frisco requires all homeowners to obtain an alarm permit within 30 days of any alarm system installation. Apply online and select “New Alarm Users” at the bottom of the screen. Complete the application, follow the steps to pay online, and enter your email address to receive paperless correspondence. If you prefer, there is a soft copy of this application on your flash drive that can be emailed or mailed in. There is a \$35 fee per year per home.

What should I do if I am traveling for an extended period of time (e.g., 1 month, 3 months, etc.)

If you will be traveling for an extended period, please ensure you have contacted a landscaper, in advance, to mow, weed, and edge your Lot. The yard must be well maintained at all times to be compliant with the CC&Rs. Additionally, we strongly encourage you to get to know your neighbors and become active in crime prevention, creating a connected community that discourages criminal activity.

May I install holiday decorations?

Holiday decorations are permitted and may be installed no earlier than 30 days before an HOA recognized holiday and are to be removed within 7 days after the holiday, except that Christmas decorations may be maintained from Thanksgiving to January 15th of each year and Fall decorations may be maintained from October 1st to December 1st.



The 2023 schedule is as follows: Fall décor: October 1, 2023 to December 1, 2023 | Diwali décor: October 14, 2023 to November 19, 2023 | Christmas and Hannukah décor: November 23, 2023 to January 15, 2024

What are CC&Rs or Deed Restrictions?

The Declaration of Covenants, Conditions, and Restrictions (CC&R's or Deed Restrictions) is a legal contract between all of you and all of your neighbors. By virtue of accepting their deed, homeowners accept these rules of the community in exchange for membership.

Where can I get a copy of my deed restrictions?

A copy of the Deed Restrictions for your property was provided during the closing process when you purchased your home. If it has been misplaced, a copy can be obtained from your manager or online at your community website portal, <https://brooksideatfields.connectresident.com/>.

Who oversees homeowner compliance with our deed restrictions?

The Board of Directors of the Association possesses and delegates their authority to enforce compliance of the community's Deed Restrictions to professional management provided by FirstService Residential. The State of Texas has strict guidelines for the handling of HOA violations, including how homeowners will be notified and the processes for resolving them.

How often are board meetings held?

The Declarant Board of Directors holds quarterly Regular Meetings, which are announced to the community at least 10 days before. Owners may attend and observe. Please note that these meetings are for the Board to conduct HOA business and are not intended to be town hall meetings. There will be a Homeowner Open Forum portion of the Regular Meeting for homeowners who would like to make brief (3 minute or less) comments. For the sake of receiving a thoughtful and accurate answer, questions should be limited to items on the agenda and should not be expected to be answered at the meeting.

When is the Annual Meeting?

An Annual Meeting of the Members is held within the fourth calendar quarter of each year. Notices are mailed out prior to the meeting with details of the meeting event. Homeowners are encouraged to attend.

How many homes will be in Brookside at Buildout?

Brookside will have approximately 857 homes at buildout. You are the _____ homeowner we have welcomed!

Which Frisco ISD school will my student attend?

Please visit <https://www.friscoisd.org/departments/attendance-zones/2023-2024-zones> to search by address and see which schools you are zoned for. You can also contact FISD zoning & demographics at zoning@friscoisd.org or 469-633-6031.



How can I get in touch with FirstService Residential or the General Manager?

FirstService Residential
14951 N. Dallas Pkwy, Suite 600
Dallas, TX 75254
P: 877-378-2388
F: 214-889-9980

Anthony Martinez, General Manager

13800 Nicollet Drive, Frisco, TX 75033
Email: Anthony.Martinez@fsresidential.com
Direct Cell: 817-602-7301

Accounting/Billing Questions

P: 214-871-9700
E: accountservices.tx@fsresidential.com

Resale & Refinance Certificates

P: 888-679-2500
E: resales.tx@fsresidential.com
<https://www.fsresidential.com/texas/overview/dallas-property-management-services/dfw-transfers-disclosures-fees>

Courtesy Notice

THIS IS A COURTESY NOTICE AND MAY NOT CONTAIN ALL INFORMATION. THE PROVISIONS OF THE RESTRICTIONS (AS EACH MAY BE AMENDED) AND THE DECISIONS, POLICIES, ACTIONS (AS SUCH MAY BE MODIFIED) BY THE HOA BOARD OF DIRECTORS AND THE HOA MANAGEMENT COMPANY (INCLUDING YARD MAINTENANCE) SHALL SUPERSEDE ANY INFORMATION CONTAINED HEREIN. INFORMATION IS SUBJECT TO CHANGE WITHOUT NOTICE OR REVISION HEREOF.