New Owner/Tenant Guidelines

The following information is provided to all realtors, as well as buyers of units at ***Ridgmar Crossroads Condominiums (RCC), Inc.*** These guidelines must be followed before RCC HOA approval can be granted for the sale or rental of property within the complex.

Specifics on any point referenced below are available on the RCC HOA website ([https://www.ridgmarcrossroads.org](https://www.ridgmarcrossroads.org/)) in the Declaration & Master Deed (D&MD) or HOA Handbook located under “Other Documents” on the website’s homepage.

* After closing on an RCC property, the owner should immediately register on the RCC HOA website (upper right corner of website listed above).
* Use the website to communicate issues or questions to the HOA. Simply click on the “Contact Your HOA” tab under the “Pages” column. Complete and submit the online form.
* Monthly HOA dues are payable no later than the 10th of every month. See the “Dues Payment Procedures” document on the HOA website under “Financials” for directions on how to pay.
* Tenants should have received a mailbox key at closing. If not, contact the Post Office on 3020 S. Cherry Lane for assistance.
* A copy of any property rental lease (minimum 6 months) must be provided to the RCC HOA. No short-term or month-to-month lease options are allowed.
* Emergency contact information should be provided to the HOA, to include a mobile or daytime phone number and email address.
* New owners or renters will immediately provide the RCC HOA with a new front door key or electronic door access number. This is required (and authorized in the RCC D&MD) for emergency access.
* Texas vehicle license plates are required within 60 days of arrival. Vehicle information provided to the RCC HOA should include make, model, color, and license plate number.
* Tenants are authorized to use 1 parking spot in the complex beyond the unit parking space (carport or garage).
* Guests staying more than 3 days require a guest pass from the HOA and guest visits shouldn’t exceed 2 weeks without HOA Board approval. The unit owner or renter should always escort guests.
* No motorcycles, RVs, boats or wrecked (inoperative) vehicles can be parked in any open area on site at any time.
* Parking in areas marked as "Fire Lane - No Parking" are subject to being towed.
* After arrival, tenants are issued keys to access dumpsters with the replacement cost being the tenant’s responsibility.
* No more than 3 pets are allowed per unit. Pets must weigh less than 40 pounds and be on a leash when outdoors. Tenants are responsible for cleaning up after their pets.
* RCC supports recycling. A “talking paper” about what’s accepted for recycling is located under “HOA Guidance” on the website’s homepage.
* Tenants should break down all boxes before placing them in the recycle bins. According to city ordinance, no plastic bags can be placed in the recycling bin and the HOA can be charged for such infractions.
* Whether recycled items or trash, don’t discard items outside the bins.
* Tenants are allowed no more than 2 guests in the pool area at any time. No diving or roughhousing is allowed. No glass containers are allowed in the pool area and tenants are responsible for cleanup after pool use.
* Let the Board know if you don’t have keys to the dumpsters or the pool area.
* Carefully read the HOA Handbook for additional guidance. It’s available on the HOA website under “HOA Guidance.”
* Tenants with questions, comments, concerns, or suggestions should contact the RCC HOA via the electronic contact form on the HOA website.