



Terraces on Memorial Homeowners Association

c/o Crest Management
17171 Park Row, Suite 310
Houston, TX 77084
(281) 579-0761 main // (281) 579-7062 fax

Welcome to Terraces on Memorial. This welcome letter is being provided to orient you to the community and help answer any questions you may have.

You may always email us at hoa@terracesonmemorial.org for general questions, or communicate with our management company, Crest Management at (281) 579-0761.

Our community website at www.terracesonmemorial.org is an excellent resource to learn about Terraces on Memorial.

- **News & Events** page where community and local events and other items relating to our community such as Board of Director Meetings and Annual Meeting Notices are posted.
- **Documents Library** page – all necessary documents and forms can be found in the Documents Library, including but not limited to:
 - **Welcome & Information Packet** - a condensed version of community info & documents, which includes a Contact list for our management company, HOA Board of Directors, Townhomes Board of Directors, committee contact info, and phone numbers and web sites of use or interest to our residents.
 - **Deed Restrictions**, and related **Builders Guidelines** – these contain provisions that provide direction for exterior yard and home modifications, and the rules and regulations for life in a deed restricted community.
 - **Architectural Review Application Form** – an essential form for getting approval prior to beginning exterior modifications.
 - Other necessary forms such as **Gate Access Forms** – so you can register for EZ tag access, and be provided a code for your household and visitors to enter.
- **FAQ's** page has answers to many typical questions.
- **Monthly Board Meeting and Annual Meeting Minutes** and **Newsletters** are archived in their respective pages.
- **Resident Registration** page - residents can provide their telephone and email addresses for receiving community advisories and occasional newsletters, as well as be contacted in the event of an emergency.
- **Web Portal** page - via a Web Portal from Crest Management homeowners can access account information specific to their property address online 24/7. A link on the website leads to this new feature (account registration required – call or see Crest Management).

Homeowner & Tenant Information: As a property owner within Terraces on Memorial, please keep the HOA and Crest Management updated with your own contact information. If you are planning on leasing the property at any time, it is required that tenant information be shared with both the HOA and Crest Management (each maintains separate records).

As a member of this subdivision, we encourage you to attend Board of Director meetings for the HOA (master association). These are generally held on the fourth Wednesday of each month.

The Townhomes Association holds separate Board of Director meetings during the year geared specifically to the townhomes homeowner concerns.

Whether for the Master HOA Board Meetings or the Townhomes Board Meetings, it is best that you RSVP and indicate that you will be attending by notifying Crest Management (281-579-0761) before the scheduled meetings and to confirm date, time and venue of meetings, as these sometimes change due to scheduling conflicts.

We hope you enjoy living in Terraces on Memorial and that you can find time to volunteer for a committee to help in making this community even better. Our neighborhood can only be as good as the work all of us put into it.

Once again, welcome—we look forward to meeting you!

**Board of Directors,
Terraces on Memorial Homeowners Association**