



## **NEW RESIDENTS GUIDE: as of January 2021**

Any of these processes are subject to change, please email the Lakeshore Village Board of Directors at [lakeshorevillagegp@gmail.com](mailto:lakeshorevillagegp@gmail.com) to ensure the latest processes are current & up to date.

### **All Residents Vehicle Registration**

Our community allows for 2 registered vehicles which are to be kept in closed garages when onsite. At no time will registered vehicles be allowed to utilize guest parking (as it states guest parking is reserved for your guest only) except for emergencies which need special permit which needs to be issued by emailing the Board of Directors at [lakeshorevillagegp@gmail.com](mailto:lakeshorevillagegp@gmail.com). And please allow time for feedback as the board is made of volunteers and might not be immediately available. In other words, plan ahead as our current property management does not handle parking.

Please email [lakeshorevillagegp@gmail.com](mailto:lakeshorevillagegp@gmail.com) with the following details:  
Full Name, Full Address, Phone, All Vehicle's make, model & license plates  
You have 15 days after move- in to get vehicle's registered.

### **Gate Access**

Our gated community has 2 gates of entry. The gate at the entrance off Balboa is considered our "Front Gate" & the gate entrance off Lakeridge is considered our "Back Gate". Your home should come with a gate remote which works at both points of entry. You can order a new remote from Amazon, just make sure it's a 300MHZ frequency Linear multi-code remote transmitter. To program remote, please email [lakeshorevillagegp@gmail.com](mailto:lakeshorevillagegp@gmail.com)



## **Gate Keypad access setup**



There are 2 keypads, one at each entry point of gate entrances at each end of our property. These keypads serve as 2 purposes.

1. One purpose is for residents to use to enter in case your physical remote fails. You will provide a 4 digit code upon setup which should not be shared with anyone but your immediate family as this is a 24/7 access code which you never want to provide to any delivery services.
2. The other purpose for the keypad use, is for your guest or delivery services to enter our community you will need to be set up at the gates entrance keypad for their use. You should always instruct any delivery services or guest on how to use our keypads to enter our property. Your guest or delivery services will drive up to the keypad, scroll down to find your name & then push the enter button. This action will call your phone, you will answer & enter 11 on your phone which will open the gates. Do not spend time talking on the phone as it will hang up automatically & not work, this is only to open the gates.

Please email [fwreservations.tx@fsresidential.com](mailto:fwreservations.tx@fsresidential.com) & copy [lakeshorevillagegp@gmail.com](mailto:lakeshorevillagegp@gmail.com) the following 3 pieces of information for keypad setup:

- Full Names you want listed at keypad.
- 2 phone numbers, for your guest or delivery services to enter.  
1<sup>st</sup> number will be called from the box, 2<sup>nd</sup> number will be called if 1<sup>st</sup> number is unavailable or doesn't answer. If you only have 1 number that's all you will provide.
- 4 digit code you create (this is your secured code only to be used by you-please keep it in secure place).

## **Guest Parking**

Lakeshore Village has 154 homes & 40 guest parking spots located all around the community. These spots are to be solely used for your guest. If your guest visits during the day you do not need to register them. If your guest intends to sleep over you will need to have them registered by 10pm the night of. Overnight is from 12am to 7am daily. If you register a guest at 12:05 am your guest could be subject to tow, hence the reason to get registered in a timely manner beforehand.

When registering, ensure to enter the license plates correctly as if they are entered wrong they will be towed. No vehicle is allowed more than 10 days per month to utilize guest parking.

If your guest gets towed you will need to contact the towing company at phone numbers listed at both entry points of our community at gate entrance. This is very costly & can totally be avoided by reading & following all parking rules which are listed in our important documents tab on our website at [www.lakeshorevillagehoa.org](http://www.lakeshorevillagehoa.org)

All homes get 10 days a month to register your guest. If your guest registers month after month they will then be considered a tenant & could be towed for using guest parking.

Vehicles parked in any place other than guest parking will be towed, no parking is ever allowed in driveways, you share driveway with 4 or 5 other homes which could block others entry or exit & becomes a fire hazard per city code.

### **Guest Parking Registration**

In order to utilize guest parking the resident must have their own vehicles registered first. After that, the resident is able to utilize guest parking when they have guests. Guest parking should be set up in advance and allow 48 hours for registration set up.

To register your guest.

1<sup>st</sup> thing you will need is a smart decal. Email [lakeshorevillagegp@gmail.com](mailto:lakeshorevillagegp@gmail.com) for decal.

Then you can go to our website [Parking at Lakeshore Village Townhomes \(parkingattendant.com\)](http://Parking at Lakeshore Village Townhomes (parkingattendant.com))

## Guest Parking

Permit required, vehicles limited to 10 days per month. Each townhome limited to 10 days per month. Resident vehicles may not register.

[Full rules...](#)



Register Vehicle



Preauthorize



## Resident Parking

Active and valid Smart Decal required.

[Full rules...](#)



Activate Smart Decal



## More

[Parking Rules](#)



[Current Safelist](#)



[Lookup Violation](#)



[Lookup Smart Decal](#)



### **DRIVEWAYS/NO PARKING/NO WASHING CARS/NO WORKING ON VEHICLES**

NO washing of cars in driveways as it is not allowed per our bylaws. The run-off water goes directly to our pond which kills the ecosystem here. No parking allowed. No working on vehicles allowed.

### **TRASH/Recycling**

City picks up bags on Mon. & Thursdays each week. Trash is to be set out after 8:00pm the night prior or preferably the morning of trash day. Contact city site below for special pick-ups. If you have furniture or large items you need to keep them in your garage until your pick up time & have them pick up from your garage as we do not have room on street for large items.

Recycling on Mondays only. Use green bins provided by city. Contact city for pick up & process, at [Trash & Recycling Collection | City of Grand Prairie \(gptx.org\)](#)

Keep in mind we live on a peninsula and wild animals can get in your trash if you set it out to early.

Trash needs to be bagged & set on the outside curbs nearest where you live, NOT on landscaping or grass as we have irrigation & plants which cost us all when you set it on the plants.

## WRONG WAY vs RIGHT WAY.

As you can see in picture 1 the trash is improperly placed on our plants & landscaping & irrigation runs underneath. Picture 2 shows tied, bagged trash on curbside on street which is correct.

PICTURE 1. Wrong



PICTURE 2. Correct



## **POOL REGISTRATION & ACCESS**

Our pool is only open to residents & their guest. Only 2 guest are allowed per resident. Our pool is locked & all residents must be registered to utilize access to pool.

For registration, please email [lakeshorevillagegp@gmail.com](mailto:lakeshorevillagegp@gmail.com). After registration, lanyards must be visible at all times during use of pool & amenities at pool area.

Please read & follow all pool rules listed under Important Documents on our website at [www.lakeshorevillagehoa.org](http://www.lakeshorevillagehoa.org)

## **DOG CARE**

We have 3 doggy stations, one at each end of property and one in the middle off Venice street.

You are responsible to pick up your dog poop & place bags in doggy stations.

Failure to pick up your dog poop will result in fines.

## **UTILITIES**

Upon moving in, if you need to schedule Cable or Internet connection, you need board approval, as they will provide you instructions as we have lots of underground cables your company will need to avoid as it will cost you if they destruct our property and landscaping in the process of getting you set up. Satellite dishes are to be put on the back side of property not front.

## **BACK YARDS**

Please read your bylaws on backyards. No pets allowed to live in backyards, no pet dishes or dog houses allowed. Grills must be pulled away from the building when in use & not under the patio or roof due to

fire hazard. No lawn mowers, tools or storage bins allowed. No popup large tents, or kayak or bicycles or workout treadmills or other toys. If your dog poops you need to clean it when it happens as your neighbors do not want to smell your dog poop when they go in their backyard.

Things allowed, nice patio furniture, rugs, plants in pots, small decorations, garden hose.

If you would like to put in a patio flooring or planting, you will need to fill out an ACC form which is listed on our website at [www.lakeshorevillagehoa.org](http://www.lakeshorevillagehoa.org) and email it to [lakeshorevillagegp@gmail.com](mailto:lakeshorevillagegp@gmail.com) for approval. No construction of any kind allowed without board approval.

**REPAIR WORK/ROOF REPLACEMENT**

Any repair work that needs to be done on the outside of your unit in front or back & roof need board approval. You will need to fill out ACC form & contact board by emailing [lakeshorevillagegp@gmail.com](mailto:lakeshorevillagegp@gmail.com).

**SOME VIOLATIONS YOU CAN EASILY AVOID**

Do not leave your garage door up. Garage doors are to be kept closed at all times.

Garages here are not for storage, garages are to fit 2 cars as resident cars are only allowed to park inside the garage here.

Do not put trash on landscaping.

Do not let your dog poop in common areas, or let your dog stay outside or constant barking.

Parking cars in driveways.

Putting dish satellites in wrong places.

Not getting approval for repair work.

Loud noise from your unit.

Do not rent your property out without board approval as we are currently full at 20% limit.

First Service Residential is our current property management company and should be contacted for any issues or reporting in our common areas such as flooding, gate malfunction, landscaping, pool. They can be reached 24/7 at 1-877-278-2388 or email Linda Claiborne at [linda.claiborne@fsresidential.com](mailto:linda.claiborne@fsresidential.com)

LIST OF IMPORTANT CONTACTS			
First Service Residential Property Management	Linda Claiborne	877-273-2388	Linda.claiborne@fsresidential.com
Emergencies	City of Grand Prairie Police Dept.	911 or dispatch 972-237-8790	
Trash, Recycle	City of Grand Prairie	817-261-8812	www.gptx.org
Guest Parking	Registration		Lakeshorevillage.parkingattendant.com

Parking Registration	Board issues number	Do this right when you move in	email: <a href="mailto:lakeshorevillagegp@gmail.com">lakeshorevillagegp@gmail.com</a>
Gate Entrance	email set up info		fwreservations.tx@fsresidential.com
Lakeshore Village Website			www.lakeshorevillagehoa.org
Lakeshore Village Board of Directors			Email: lakeshorevillagegp@gmail.com
Impression Homes Warranty	Taylor Freeman	817-591-7729 Or 817-717-5103	<a href="mailto:taylorf@impressionhomes.net">taylorf@impressionhomes.net</a> or www.impressionhomes.net
Plumbing	KenMan	817-453-8032	
Electrical	JW Crest Electric	817-795-0858	
AC Heat/Air	Arthur Hagar	817-478-1122	

Lakeshore Village annual dues payment is currently \$2000, you can pay \$1,000 due Jan. 1 & \$1,000 due July 1 every year, you will be considered late if payment is received after 10 days of due date. Payment of dues are currently handled by First Service. Please contact Linda above for her to register you & use their portal for Lakeshore Village dues which is <https://lakeshorevillage.connectresident.com>

Dues are subject to change with 30 day notice so please ensure you are up to date.