

# KIRKWOOD



WE SUPPORT OUR TROOPS

# COUNTRY NEWS ©

Fall/Winter 2015

Kirkwood Country  
Homeowners Association  
Board of Directors

President

John Rankin

Vice-President

Carleen Stocco-Glasgow

Secretary

Elsa Pagan

Treasurer

Carina Agustin

At Large

Issa Machon

Trustees

Violetta Adelsberger

ACC Committee

Brenda Garcia  
Richard Machon

Managed by:

MASC Austin Properties, Inc.  
945 Eldridge Road  
Sugar Land, TX 77478  
713-776-1771

Property Managers

Shirley Austin  
saustin@mascapi.com

Chris Nochez  
cnochez@mascapi.com  
713-776-1771

The Kirkwood Country Homeowners Association meets on the first Tuesday of each month at 7 p.m. If you would like to address the Board, please contact MASC API, 713-776-1771

## ANNUAL MEETING

The 2015 Kirkwood County Annual Homeowners Meeting is scheduled for **Wednesday, October 14, at 7:00 PM.** The meeting will be held at Cummings Elementary School, 10455 S. Kirkwood Road, Houston, TX 77099.

We would like to solicit candidates to run for the Board of Directors. There will be three (3) two-year terms available.

If you are interested in running for one of

these positions, please submit your request, in writing, providing your name, address, telephone number and email address by one of the following means:

- Email: saustin@mascapi.com
- Fax: MASC Austin Properties, Inc., 713-776-1777
- Mail: Kirkwood Country Homeowners Association, Inc., at MASC Austin Properties, Inc., 945 Eldridge Road, Sugar Land, TX 77478.

## ASSESSMENT FEES DUE SOON

It is time to start planning for the 2016 Assessments. There will be no increase in assessments and residents will receive a \$50 discount if paid before January 31, 2016. Below are the assessment specifics:

- Payment must be received by MASC Austin Properties, Inc. by January 31, 2016. A postmarked envelope of January 31, 2016, does not constitute a payment. Payments must be received in their office by this date. **There will be no exceptions and interest will not be waived.**
- There are payment plans available in three (3) installments for the months of November and December 2015 and January 2016. Checks should be made payable to Kirkwood Country HOA and mailed to MASC Austin Properties, Inc., at 945 Eldridge Road, Sugar Land, TX 77478. Please be sure to indicate your account number on your payment. It is located under your name and address on

your statement.

- Any payment not received in the office of MASC Austin Properties, Inc., by January 31, 2016, will not be eligible for the discount. Effective February 1, 2016, the full amount will be due along with interest of 10% per annum, until paid in full.
- A reminder letter will be mailed after February 15, 2016, to all homeowners with a past due balance. After March 15, 2016, homeowners will receive a certified demand letter and their account will assess a \$10.00 administration fee as a result of their delinquency. After April 15, 2016, all delinquent accounts will be turned over to the Association's attorney for collection. This will result in additional fees until the account is paid in full.

**Online payments: [www.mascapi.com](http://www.mascapi.com).**

## HOLIDAY SAFETY TIPS

The holidays invite all sorts of fun activity, from lighting candles to hanging fresh greens and stringing lights. Here's how to keep your house and family safe from fire and injury. As you're sprucing up your home this season, keep an eye out for these common holiday trip-ups, fire hazards, and other safety snafus.

**1. Merry and Bright:** Carefully inspect holiday light strings each year and discard any with frayed cords, cracked lamp holders, or loose connections. When replacing bulbs, unplug the light string and be sure to match voltage and wattage to the original bulb.

**2. Lights Out:** Always turn off holiday lights when you leave the house unattended or when going to bed.

**3. Fresh Is Best:** Try to purchase a freshly cut tree, as they are more resistant to ignition. Keep your Christmas tree watered and away from open candles.

**4. Timing Is Everything:** Use an outdoor timer certified by CSA International to switch lights on and off. Lights should be turned on after 7 p.m. to avoid the electricity rush

**5. Check for the Certification Mark:** When purchasing light strings, extension cords, spotlights, electrical decorations, gas appliances, or carbon monoxide alarms, look for the certification mark of an accredited certification organization such as CSA International, UL, or ELT to ensure that the products comply with applicable standards for safety and performance.

**6. One and Done:** Never connect more than one extension cord together; instead use a single cord that is long enough to reach the outlet without stretching, but not so long that it can get easily tangled.

**7. The Great Outdoors:** When hanging outdoor lights, keep electrical connectors off the ground and away from metal rain gutters. Use insulated tape or plastic clips instead of metal nails or tacks to hold them in place.

**8. Climbing Up:** Using a ladder when you put up lights? Choose the correct ladder for the job and double check for a certification mark to ensure your portable ladder complies with applica-



ble standards.

**9. Keep the Gas Behind Glass:** Do not use your gas fireplace if the glass panel is removed, cracked, or broken, and only allow a

qualified service person to replace fireplace parts.

**10. Sound the Alarm:** Test your smoke alarms monthly to make sure they work, and be sure to install smoke and carbon monoxide (CO) alarms on every level of your home -- especially near sleeping areas.

**11. Filter-Friendly Furnace:** To help prevent CO hazards in your home, have a qualified heating contractor perform a yearly maintenance check of your furnace and venting system, and clean or replace your furnace filter frequently during the heating seasons.

**12. Clean the Clutter:** Do not store combustible materials such as gasoline, propane, paper, chemicals, paint, rags, and cleaning products near your gas furnace. Gasoline or propane cylinders should be stored outside the home.

## VACATION SAFETY TIPS

Below are some helpful tips to assist you make your home safer when you are on vacation:

- Never announce on any social website that you will be out of town.
- Leave a light on in a room to give the appearance that someone is in the home.
- Call the post office and have your mail stopped while you are gone.

- Stop the delivery of your newspaper.
- If you have a lawn service, pay in advance so that the service is maintained while you are away.
- Be sure to make accommodations for your pets if they will not be traveling with you.
- Unplug small appliances. This will also assist in lowering your utility bill while you are away.

- Be sure all doors, windows and garage doors are locked.
- If you leave a key outside for emergency purposes, make sure it is removed while you are away. You may ask a neighbor you trust or family member to keep it in case of emergency until you return.

We want you to enjoy your vacation, so be cautious while planning.

## EMERGENCY NOTIFICATION SYSTEM (ENS)

When emergencies happen in your neighborhood, ENS can give you up to date information on your phone. In an emergency, local public safety officials can call your mobile, digital or land-line phone and tell you what is going on and

what you can do to be safe. All land-line phones are already registered, but if you have digital phone service (like U-Verse or Xfinity), or rely on your mobile phone - you need to sign up by logging onto: <https://ghcens.onthealert.com/Terms/Index/?>

ReturnUrl=%2f.

Signing up for this free emergency service is quick and easy!

For more information, please log onto: [www.houstonoem.org](http://www.houstonoem.org).

## HOLIDAY DECORATIONS

With the holidays just around the corner, we wanted to remind residents of the following schedules:

- **Halloween:** Decorations may be placed from October 1-31, but

should be down one (1) week after Halloween.

- **Christmas:** Holiday lights can be placed around Thanksgiving, November 26, and



must be taken down within two weeks after New Year's Day.

## PROHIBITED YARD PARKING ORDINANCE

The Board of Directors is pleased to announce that the Prohibited Yard Parking Ordinance, Ordinance 2013-1132 was passed by Houston City Council on December 11, 2013, and is now in full force! All residents should be advised that parking any vehicle in your yard is a misdemeanor and violators will be fined not more

than \$150.00 per day.

Vehicles and equipment refers to and includes any house trailer, mobile home, motor truck, passenger motor vehicle, motor home, camper cabin, motorcycle, trailer, boat, farm machinery or similar equipment or any truck with more than two (2) axles or any trailer, mobile home or motor home

with a length exceeding 20 feet.

If you witness a vehicle parked in the front yard of any home in our community, please report it to HPD by calling (713) 884-3131. The address where the vehicle is located, make, model, color and license plate number of the vehicle is required.

Your assistance is appreciated.

## ACC GUIDELINES AND DEED RESTRICTIONS

Please keep in mind any improvements or revisions to the exterior of your home must be approved prior to any work being performed. You may call MASC Austin Properties, Inc., 713-776-1771, for an ACC form or with any questions regarding your renovations. Failure to follow these guidelines may result in immediate removal and/or legal action being

taken.

Residents should keep up with trimming trees, repairing fences and maintaining mailboxes. If replacing an entire fence, an ACC form must be completed and submitted prior to the work beginning.

Help keep Kirkwood Country beautiful and attractive to new buyers and keep

our property values up.

The ACC Guidelines and Deed Restrictions were put in place to protect our values. Buying a home is one of the biggest investments you make in your lifetime. Help protect your investment and your neighbors. Please abide by the ACC Guidelines and Deed Restrictions.

**Please obey all speed limits in and around our neighborhood, and be especially careful when around schools, buses and children walking to and from school.**

# TRASH PICKUP

Kirkwood Country HOA  
c/o MASC Austin Properties  
945 Eldridge Road  
Sugar Land, TX 77478

PRSRST STD  
US POSTAGE PAID  
SUGAR LAND, TX  
PERMIT NO 47

Please be advised of the trash pickup days in our community:

- City of Houston Garbage Pickup: **Every Monday**
- Recycling: Every other Monday
- Tree Waste Pickup - 1st Monday of January, March, May, July, September and November
- Junk Waste: 1st Monday of February, April, June, August, October and December

Household trash must be placed inside the city-provided container and placed at the curb no earlier than 6 p.m. the day before and 7 a.m. the day of collection. Containers must be placed out of public view. Violation of any provision of the solid waste ordinance is punishable upon first conviction by a fine of no less than \$250 nor more than \$2,000.

To report a violation or file a complaint, call 3-1-1. All Solid Waste Management Department Supervisors may issue citations.

For more information regarding your trash pickup, please visit the website at [www.houstontx.gov/solidwaste/trashfacts.pdf](http://www.houstontx.gov/solidwaste/trashfacts.pdf) or simply call 3-1-1.

## Contact Numbers

**Fire, Ambulance, Police Emergency** 911  
**HPD Non-Emergency** 713-884-3131  
**Fire & Ambulance Non-Emergency** 713-227-7643  
**Drug Tip Line** 713-466-3673

**All other City Services** 311  
**Poison Control Center** 800-764-7661

## Utilities

**City of Houston - Water/Waste Water** 713-224-2500  
<https://www.houstonwaterbills.houstontx.gov/>  
**Centerpoint Energy** 713-659-2111

## Management

MASC Austin Properties 713-776-1771  
Property Managers:  
Shirley Austin and Chris Nochez

## Parking Reminders

The City of Houston has a 311 system that allows you to report issues within our community. Visit [www.houston311.org](http://www.houston311.org) for a service request. Parking trailers of any kind in our community is a deed restriction violation. Parking of large commercial vehicles in a residential area at any time is a city code violation (except while loading/unloading). Inoperable vehicles, including those with expired registration and/or inspection stickers are subject to being towed due to city code violations. Report these and other violations to Houston 311.

Parking in front of mailbox is prohibited.

## Did you know...

**For the convenience of our residents, you have the option of making payments online. Please visit our website for more details:**

**[www.mascapi.com](http://www.mascapi.com).**  
**Phone: 713-776-1771.**

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