

# CAMBRIDGE CONDOMINIUM OWNERS ASSOCIATION

5204 Village Creek, Suite 202  
Plano, Texas 75093

214-368-3388 214-739-5566 Fax

## NEW OWNER PACKET

Welcome to the community!

### **Please read all details below.**

The Rules and Regulations of the association are strictly enforced. Please take time to read the Rules and Regulations, as well as the other governing documents. You can find them in your account portal, or you may find them on the website: [www.cambridgeownersassociation.com](http://www.cambridgeownersassociation.com). Please return complete forms with appropriate payments to the guard station after 7PM in the evening, mail to the address in the letter head, or email to [proxies@veracityinc.com](mailto:proxies@veracityinc.com).

Move in hours are **9am- 8pm** (no exceptions). Do not park a commercial moving truck on the property overnight, as the towing company monitors the lot and removes any vehicle that in in violation.

Per the Rules and Regulations, all units must have a gate transmitter for gate and lobby entry. We will not program a phone number into the directory unless the transmitter number is on the form. There are no bypass codes to lobby entrance or the gates. There are codes to the side doors of the buildings, and if you call Veracity, we will be happy to share the appropriate entry code with you.

If you would like to use the MyQ Community Application, you must return the completed form with payment. The annual fee is due every year on July 1. If you opt for using it any other time of the year, you will pay a pro-rated fee. Please check with Veracity 214-368-3388, to confirm the correct amount. Guest passes in the MyQ Community app may not be granted for more than 2 weeks at a time. Guest passes are not designed to be granted as a permanent way to access the property.

All transmitter and MyQ Community application payments must be pre-paid. Owners may submit a check, money order, or pay online. You can send the payment to the Veracity office with the completed form for processing, or you may take the form, with payment to the guard station after 7PM in the evening.

Security will issue a parking sticker only to vehicles with permanent license plates, and current registration. Please **DO NOT** park in the assigned spot without a valid parking sticker displayer, or the towing company will remove your car. There are no exceptions, the towing company frequently monitors the property and any vehicle in violation may be immediately removed. Partially or wholly wrecked vehicles cannot be on the property at any time. You may check to see what your assigned parking space is by logging onto to your account portal, access documents, parking assignments.

Please become familiar with the association website and your personal account portal. If you have not received that information in the mail, please call Veracity 214-368-3388 and confirm that we have the correct mailing address and email address for contact for the account.

If you intend to use the unit for a rental property, please go into the portal or the association website and download the Leasing packet for owners.

Thank you,  
Managing Agent

**CAMBRIDGE CONDOMINIUM OWNERS ASSOCIATION**

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**Occupancy Form**

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Emergency contact \_\_\_\_\_

Email \_\_\_\_\_

Is the unit owner occupied or occupied by a blood relative? YES \_\_\_\_\_ NO \_\_\_\_\_

Is the unit leased? YES \_\_\_\_\_ NO \_\_\_\_\_

*If the unit is leased, please provide the Association with an updated copy of the lease, criminal background check, and copies of ID for each individual living in the unit that is over 18; before the tenant occupies the unit. If the tenant has already moved in, please send required copies to the address about or fax to the number above.*

Tenant(s) name \_\_\_\_\_

Management Company \_\_\_\_\_

Homeowner's Insurance:

Company \_\_\_\_\_ Policy number \_\_\_\_\_

Effective date \_\_\_\_\_ Expiration date \_\_\_\_\_

Please include a copy of your declaration page or have your agent send a copy to:  
[proxies@veracityinc.com](mailto:proxies@veracityinc.com) or fax 214-739-5566

*By signing this form, you acknowledge notification that you are required to provide the Association copies of the required lease documents and are also required to provide your tenants/occupants with a copy of the Association Rules and Regulations. Rules and Regulation can be accessed 24/7 at [www.cambridgeownersassociation.com](http://www.cambridgeownersassociation.com)*

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Signature

Date

**Please return this form completed with any additional required documents to the address or fax number listed above, no later than 30 days after receipt of the letter.**

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Welcome to the community! If you have not registered on the website, please do! Useful Association information is accessible 24 hours a day: [www.cambridgeownersassociation.com](http://www.cambridgeownersassociation.com)

Please read the Rules and Regulations to avoid violations, as Rules & Regulations are strictly enforced.

Once the owner of the unit has provided required copies of all Lease documents, and they are confirmed complete- tenants may request a parking sticker, pool key, gate transmitter(s) and gate programming.

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Name \_\_\_\_\_ Unit \_\_\_\_\_

Email \_\_\_\_\_ Owner or Renter? \_\_\_\_\_

\_\_\_\_\_ pool key(s) \$5 each \_\_\_\_\_ gate transmitter(s) \$50 each  
*Please provide payment (money order only for non-owners) NO CASH EXCEPTED*

\_\_\_\_\_ gate programming  
*One number per unit- gate transmitter must be registered and programmed for a phone number to be programmed for entry gate access, as each unit must have a transmitter for primary access onto the property, per the Rules and Regulations.*

Parking sticker(s) \_\_\_\_\_

Vehicle #1 (make/model) \_\_\_\_\_ License plate \_\_\_\_\_ EXP \_\_\_\_\_

Vehicle #2 (make/model) \_\_\_\_\_ License plate \_\_\_\_\_ EXP \_\_\_\_\_

\_\_\_\_\_ I would like to have video access to the new entry system and understand that there is a \$18.00 yearly fee for the use of the app, that will be charged to the account and will be due on July 1, every year, and if purchased before or after, the fee will be pro-rated. You do not have to pay the fee to have access to the entry system. To access the phone app and video, please provide pre-payment and a current and valid email address to register for the app. There will be no refunds if you are not using the app, the app is malfunctioning, or if you sell or vacate the unit.

By signing below, you acknowledge that you are aware of the Rules and Regulations of the Community.

**Trash is a zero-tolerance violation and there is an instant fine assessed if trash is left anywhere on the property except for inside the trash chute area- placed down the chute and never left inside the trash closet. Large items that do not fit into a normal size kitchen trash bag, will need to be removed from the property and disposed of elsewhere. NO EXCEPTIONS!**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*