



A 55 and older
community



GUIDELINES FOR
OWNERS AND RENTERS

Welcome to our community

Table of Contents

Activities	4, 5, 7
Calendar	4
Bulletin Boards	4
Bingo	9
Address	
Office	1, 2
Owner	2
Renter	2
Announcements	5
Architectural Rules	1
Articles of Incorporation	1
Association Documents	1
Articles of Incorporation	1
Restrictive Covenants	1, 5, 6, 9
Architectural Rules	1
County, State & Federal Regulations	1, 9
Association Office	1, 2
Address	1
Community Information Form	2
Information	1, 2
Hours	1
Bingo	8
Brush	6
Brush Trailer	6
Bylaws	1
Call Box	4
Clothes Lines	9
Common Area	5, 9

Card Room	5, 9
Definition	5
Horse Shoe Pits	5, 9
Library	5, 9
Lounge	5, 9
Pool Room	5, 9
Private Use	9
Shuffle Board Court	5, 9
Spa	5, 8
Swimming Pool	5, 8
Community Information Sources	5
Decals	4
Gate Card	4
Gate Entry	3, 4
Internet & Cable	3
Laundry Room	9
Mail	2
Meetings	5
Name Tags	4
New Ownership Instructions	10
News Group [GreenGateGrove@groups.io]	1, 5
Office Address	1, 2
Office Hours	1
Office Information	1
Owner's Address	2
Recycling	6
Refuse	6

Renter's Address	2
Restrictive Covenants	1, 5,6
Pets	6
Property for Sale or Rent	10
Safety	1, 9
Speed Limit	1, 9
Security Surveillance Cameras		
Community	1
Mail	1
Pets	1, 6
Swimming Pool	1, 8
Speed Limit	1, 9
Telephone Access	3
Telephone Directory	3
Trash	6
55 & Older Form	1
Vehicles Decals	4
Volunteers	7

GREENGATE GROVE GUIDELINES FOR OWNERS AND RENTERS

These guidelines are informational only. Any item within this document that implies a rule or directive shall be referenced to the authority document that specifies the complete rule or directive. This document is intended to familiarize all residents, property owners and renters, and their authorized guests with information about our community.

THE OFFICE MAILING ADDRESS IS:
2135 S BENTSEN PALM DR
PALMVIEW, TX 78572-5257
956-581-1932 Ph
956-519-4856 Fax
greengate700@sbcglobal.net
Website: www.greengategrove.org
News Group: GreenGateGrove@groups.io

Office hours: Monday thru Friday 9:00 a.m. to 3:00 p.m.

SPEED LIMIT IN THE PARK IS 10 MPH



**Older Citizens at Play
Please use Caution
A 55 and Older Community**

Community Security Surveillance Cameras are in Use

Association Governing Documents:

Articles of Incorporation

Restrictive Covenants – Included in this packet

By-Laws – Included in this Packer

Architectural Rules – Included in this Packet

All Applicable County, State & Federal Statutes

SCOA OFFICE INFORMATION REQUIREMENTS

All property owners and renters are required to provide or confirm with the SCOA Office information pertaining to their arrival, departure, emergency contacts, and residential eligibility certification (over 55) each time they arrive or depart the facility for extended periods of time.

Property owners are responsible to notify the SCOA Office when their property is sold or rented and advising the new owner or renter to register with the SCOA Office and certify the 55+ age requirement for residential eligibility.

MAIL AND OWNER/RENTER MAILING ADDRESS Security Surveillance Cameras in Use at Mailboxes

Effective January 1, 2017¹, to comply with Federal 9-1-1 Emergency Services regulations, all Green Gate Subdivision mailing addresses were changed. If you are a renter, please contact your landlord for your correct mailing address. If you are an owner, on November 11, 2016 the Lower Rio Grande Valley Development Council 911 ES issued letters of 9-1-1 EMERGENCY SERVICES and MAILING ADDRESS changes. Plat maps cross referencing to your house number and street and lot number are available to view in the office, in the clubhouse and in the library.

Packages are placed in the postal lockers behind the mailboxes and the corresponding box keys are put in the mailboxes. Oversized packages are delivered to the office and office personnel will contact you for pickup.

Medicines and other restricted items are placed inside the SCOA Office. The Office hours are Monday through Friday 9:00 a.m. to 3:00 p.m.

A flag is hung on the front of the SCOA Office when mail delivery is complete until the end of the business day.

Outgoing mail is picked up on mail delivery days from the box in front of the SCOA Office.

Persons departing GreenGate Grove for extended periods of time must complete a mail forwarding card (if necessary) and place a wood block in their mail box.

Returning residents must remove the wood block from their mailbox or mail will not be delivered to that box.

¹ January 1, 2017 – Lower Rio Grande Valley Development Council (LRGVDC911) physical & mailing address change.

TELEPHONE, INTERNET & CABLE

Only an EMERGENCY 9-1-1 telephone is available at the Clubhouse. You can find this phone at the swimming pool, on the South Clubhouse wall.² Simply by removing the phone from its receiver will dial 9-1-1.

Wi-Fi Internet access (NO PASSWORD REQUIRED) is available throughout the Rec. Hall.

All lots in GreenGate Grove have telephone connections available. Personal residential telephone service is available through AT&T and Spectrum³.

Spectrum Internet, Phone and Television are available. Sign up online at www.spectrum.com or by calling 1-855-243-8892.⁴

TELEPHONE DIRECTORY

Rio Grande Valley telephone directories are available in the office. Association telephone directories are available from the office and online at the <https://groups.io/g/GreenGateGrove>⁵ (under "Files").

See page 5 for additional information on GreenGateGrove@groups.io⁶

ENTRANCE & EXIT GATES⁷:

Effective **July 1, 2018**, GreenGate Grove is a gated community annexed into the City of Palmview on January 18, 2018 and effective July 1, 2018. Gates schedules are as follows:

ENTRANCE GATE:

7 am to 7 pm – Gate will automatically open using the sensor loop.

7 pm to 7 am – Card Readers or Call Box are in use.

EXIT GATE:

Will remain closed 24/7 operating with the sensor loop. There is an open button on the gate post to the right of the gate for bicycles, motorcycles or other equipment not tripping the sensor.

WALK- IN GATE:

Will remain unlocked 24/7 with security cameras situated to capture unwelcome activity.

² January 2018.

³ August 2017

⁴ August 2017

⁵ May 2018

⁶ May 2018

⁷ July 1, 2018

GATE CARDS:

Upon registering at the office, owners and renters will be issued a gate card for after hour entrance. For owners, the first gate card is free, the second is \$10.00. For renters, there is a \$10.00 deposit for the gate card which, upon departure, will be returned to the renter when the gate card is returned to the office.

CARD READERS:

At the entrance gate, there are two card readers; a tall reader and a short reader. To gain entrance, simply swipe your gate card across the front of either reader. Security surveillance cameras are in use.

CALL BOX

The call box, located on the office wall at the RIGHT side of the ENTRANCE driveway, is designed to allow after hours visitor entrance. Upon registering at the office your name and phone number will be entered into the contacts on the call box. Your visitor may scroll to your name and hit "call", the phone number you registered will ring, answer the ring, press the number "9" on your phone, the gate will open.

An option to the call box, you may meet your visitor at the gate and allow them access using your gate card.

NAME TAGS

Upon registering at the office name tags will be issued. Cost is \$5.00 each. Name tags are not mandatory or required but appreciated.

VEHICLE DECALS

In the interest of security, we encourage all owners, renters and frequent guests to affix provided vehicle decals to your UPPER PASSENGER SIDE WINDSHEILD and on REAR WINDOW PASSENGER SIDE. These decals are available in the office.

COMMUNITY INFORMATION SOURCES

BULLETIN BOARDS – Recreation Hall in hallway and SCOA Office inside and outside

ACTIVITY CALENDAR – Published monthly - available in SCOA Office and bulletin board in Rec. Hall hallway.

ANNOUNCEMENTS – Voice announcements are made at most Activity events, especially Sat. Breakfast, Pot Lucks, etc.

MEETINGS – All owners and renters are invited to attend Block Meetings and Board of Directors Meetings. Renters are welcome to attend these meeting for informational purposes only.

NEWS GROUP – **GreenGateGrove@groups.io**⁸ is a restricted, moderated, private newsgroup designed only for GreenGate Grove owners, renters and residents. Postings are limited to news, announcements, calendar events, reminders, et cetera. No discussion, commentary, political or defamatory opinions will be accepted. Guidelines have been established by the SCOA Board of Directors, Groups.io and general internet etiquette.

Post: GreenGateGrove@groups.io

Subscribe: GreenGateGrove+subscribe@groups.io

Unsubscribe: GreenGateGrove+unsubscribe@groups.io

Group Owner: GreenGateGrove+owner@groups.io

Help: GreenGateGrove+help@groups.io

Any questions or comments please contact the office and they will route your question to the appropriate person or people.

COMMON AREAS - Security Surveillance Cameras in Use

Reference the Declaration of Covenants, Conditions and Restrictions, Article III in its entirety.

Common Areas include all areas of GreenGate Grove except the 424 residential lots that are privately owned by Association members and the roads are public roads. These areas include: Recreation Hall/Clubhouse (Ballroom, Laundry, Card Room, Kitchen, Lounge, Pool Room, Restrooms (with showers), Pool and Spa, Gazebo, Horseshoe Pits, Shuffleboard, SCOA Office, Garage, Maintenance Shed, Trash and Dumpster Area, and all streets and parking lots.

⁸ May 2018

Use of the Common Areas is authorized by GreenGate Grove Covenants, Conditions and Residents, (property owners or renters) who invite guests to GreenGate Grove are responsible for the conduct of the guests.

TRASH AND DEBRIS

GreenGate Grove provides dumpster trash receptacles for disposal of household and general trash accumulated by residents. The dumpsters are located in the south-east corner of the park and the dumpsters are emptied on varying schedules depending on the population of the park and amount of trash generated. The schedule of dumpster service is adjusted by the Office and/or Executive Committee.

Residents with physical or medical limitations that prevent them from transporting their trash to the dumpster will be provided with trash pick-up at their residence. This service will be performed on Monday and Thursday.

Tree trimmings and debris should be placed on the owner's lot next to the street. Tree branches must be cut to lengths not exceeding 3 feet. Debris must be placed in containers, bags or boxes. Upon request, through the office or SCOA maintenance worker, the brush trailer may be delivered to your worksite.

Tree trimmings transported to the dumpster area should be placed in the brush trailer located in the dumpster area. Upon request, through the office of SCOA maintenance worker, the brush trailer may be delivered to your worksite.

Grass clipping must be placed in bags and weigh not more than 40#. These bags should be place behind the brush trailer.

Tires, building materials, batteries, automobile parts, furniture, and engine oil are **UNACCEPTABLE ITEMS** and must be disposed of to the proper facility by the owner.

RECYCLING

The Association's recycle trailer is located at the northeast corner of the Clubhouse. Tin cans, plastic, glass and paper can be recycled. Cardboard boxes are collected in the dumpster area for recycling. Aluminum soda and beer can containers are available at the dumpster area for recycling. Please crush your cans.

PETS

GreenGate does not have a designated dog walk or dog park area, therefore you **MUST** pick-up after your pet. Security Surveillance Cameras are in Use.

Reference the Declaration of Covenants, Conditions and Restrictions, Article VI, Section 6.9, Livestock, Poultry and Pets.

There is a two-pet residential restriction on owners and renters. This restriction applies not matter how many lots you own.

No animals shall be bred, raised or maintained for commercial purposes.

All pets must be on leash when not confined to the owner's property.

Owners are responsible for picking up and disposing of their pet's droppings.

It is the owner's responsibility to take immediate action to control pets that are barking or otherwise creating a nuisance.

Because all residents are not pet lovers, pet owners are requested to be considerate and courteous of others. Non-pet owners are likewise requested to be considerate and courteous of pet owners.

VOLUNTEERS

Owners, renters and residents are invited to volunteer. Your service is appreciated.

ACTIVITIES

All residents are invited to participate in GreenGate Grove Activities.

Activity calendars are published monthly and available at the SCOA Office and on the bulletin boards in the hallway of the Recreation Hall and office bulletin board.

Volunteers are the lifeblood of getting things done at GreenGate Grove. All residents are encouraged to volunteer in an activity that suits their desires and tastes.

All activities that use the common areas must be scheduled through the Activity Director to avoid schedule conflicts. SCOA business has priority over non-business activities and may pre-empt some activities when necessary.

Publicity for functions that will be open to the public will be handled through the Activity Director.

BINGO

ALL FORMS OF BINGO PLAYED AT GREENGATE GROVE ARE SUBJECT TO THE RULES OF THE TEXAS LOTTERY COMMISSION PERTAINING TO THE BINGO ENABLING ACT AND CHARITABLE BINGO ADMINISTRATION.

This rule states in part: The game must be conducted at the GreenGate Grove Property Owners Association dba SCOA, 2135 S Bentsen Palm Dr., Palmview, TX 78572 for the amusement and recreation of your members and/or residents.

This rule has been challenged many times by residents and guests. Residents are persons that live at GreenGate Grove on a daily basis either full time or as seasonal residents (Winter Texans). Members are persons owning property at GreenGate Grove that automatically grants them membership in the GreenGate Grove Property Owners Association.

Guests, either short term local visitors or temporarily staying with residents at GreenGate Grove are not **residents or members** as stated in the rule quoted above, therefore are not eligible to play bingo at GreenGate Grove.

SWIMMING POOL & SPA – Security Surveillance Camera are in Use

EMERGENCY PHONE AVAILABLE ON EXTERIOR SOUTH WALL OF CLUBHOUSE. Simply by removing phone from cradle will dial 9-1-1.

The swimming pool is reserved most weekdays between 9 and 11 AM for Water Aerobics. This is a scheduled activity and has priority over personal use of the facility. Check the Activity Calendar for the schedule as it is subject to change without prior notice.

The pool and spa maintenance area behind the block wall at the Rec Hall building is a restricted area. Only GreenGate Grove maintenance personnel and specific volunteers that maintain the pool and spa are authorized in the area and perform maintenance or adjustments to the equipment and those controls.

All persons are required to shower (water only) at the provided shower location adjacent to the pool on the Rec Hall wall.

Diving or jumping into the pool and spa is prohibited.

Cushions for pool furniture must be returned to the storage area prior to the user leaving the pool area.

SHUFFLE BOARDS, POOL ROOM, HORSE SHOE PITS, CARD ROOM, LOUNGE AND LIBRARY

All of the above areas are part of the Common Areas of GreenGate Grove and are available for use of all residents and their guests. These areas are subject to restrictions and access caused by scheduled events that include but not limited to SCOA business, scheduled activity (see the Activity Calendar or Bulletin Board in Hall). Scheduled activity, i.e. meetings, tournaments, classes, etc., has priority over personal use by residents.

Some areas may have specific rules that must be followed for play and protection of the facility and equipment from damage.

PRIVATE USE OF COMMON AREAS BY RESIDENTS

(Reference the Declaration of Covenants, Conditions and Restrictions, Article III in its entirety)

Residents, owners and renters, may reserve specific parts of the Common Areas, i.e.: Recreation Hall or portions thereof, gazebo, shuffle board, horseshoe pits, or swimming pool, for personal use at which all residents of GreenGate Grove are not invited.

Residents making reservations for private functions in the Common Areas may be charged a refundable clean-up fee as a condition of using the facility. This fee will be deposited and held at the SCOA Office when the reservation is made. The fee will be returned to the depositor after verification the facility used has been cleaned and accepted by the Activity Director or other designated person. SCOA has the right to keep the deposited fee for the facility used if the clean-up is not acceptable to the SCOA representative.

Residents reserving Common Areas for personal functions are responsible for the conduct of their guests and insuring the guests remain in the areas reserved for the function.

LAUNDRY & CLOTHES LINES

There is a coin operated laundry in the Clubhouse. Though GreenGate cannot restrict clotheslines, GreenGate does not encourage installation or use of clotheslines.

SAFETY IN GREENGATE GROVE

All residents and guests are responsible for safety within the GreenGate Grove community. The streets in GreenGate Grove are public streets.

The posted speed limit is 10 MPH on all streets in GreenGate Grove. Use extreme caution when driving our no sidewalk streets. GreenGate streets are used, both day and night, by many for walking, riding bikes and social conversation (golf carts blocking streets).

Traffic control signs are placed at specific locations that present a potential safety hazard and must be obeyed.

All Golf Carts, bicycles and other vehicles being operated after dark should be equipped with and using lights.

GreenGate residents are responsible when guests, especially young children, are operating the resident's golf cart on the streets of GreenGate Grove.

All vehicle operators in GreenGate Grove must exercise caution when passing pedestrians, especially those that may be physically impaired.

PROPERTY FOR SALE OR RENT

The SCOA Office publishes a list of GreenGate Grove properties that are for sale or rent. This list is updated weekly and available at the office. Property owners wishing to list their property must provide the information for the listing to the office. The property owner must inform the SCOA Office when the listing is to be removed from the list.

NEW OWNER INSTRUCTIONS

Verify with Hidalgo County your property is recorded in your name.

<http://www.hidalgoad.org/>

Follow instructions under "Property Search".

At the SCOA office, please complete the Community Information Form and the Over 55 Certificate Form.

In February, to vote at the Annual Meeting of the Members, you will be required to be Owner of Record at Hidalgo County or provide a copy of your property deed verifying ownership.

If you plan to rent your property to others, it is your responsibility to:

Provide tenant with necessary property keys.

Provide tenant with Association Guidelines for Owners and Renters

Notify Office of arrival and departure of tenant.

Insure your renter completes Community Information Form and Over 55 Form.

Make certain water and electric meters are on property.