

**Pine Creek Village Association - Filing No. 6**  
**Sub-Association Summary**  
**Spanish Oak**

Spanish Oak is a “Neighborhood” within the Pine Creek Village Association and is subject to its governing documents. Neighborhood services are administered by a supervised professional management staff. The neighborhood contains 33 units.

**General Assessment**

Spanish Oak owners pay a General assessment to the PCVA for community-wide expenses including:

- Weekly trash service (tote furnished)
- Community Common Area Maintenance
- Covenant enforcement
- Administrative and management expenses
- Insurance
- Holiday decorations
- Replacement reserves
- Social Activities

**Additional Assessment**

Spanish Oak owners pay an additional Neighborhood Assessment that funds exclusive expenses and reserves for Spanish Oak property owners. These services include:

- Lot landscape maintenance and irrigation
- Water and electricity for the Common Area
- Snow removal
- Pest Control
- Gutter cleaning
- Social Activities
- Management and Administrative expenses
- Replacement reserves within Spanish Oak

**Pine Creek Village Association Maintenance**

The PCVA maintains, repairs and replaces Exclusive Common Areas (funded through the Neighborhood Assessments) the following improvements:

- Mailbox Kiosk
- Repairs and replaces the village wall, metal view fence, landscape tracts outside the village wall and entrance monuments as common area (funded through the General Assessment)

**Owner Maintenance and Insurance**

Spanish Oak Unit owners are responsible for the maintenance, repair, and replacement of their structure (both interior and exterior). Unit owners shall obtain their own property and liability insurance coverage for their unit and belongings.

- Owners cannot install their own landscaping or other improvements that may damage retaining walls or increase maintenance or repair costs.

### **Snow Removal**

Snow removal on driveways and sidewalks will begin upon an accumulation of 2 inches in most situations. This standard may change based on severity and duration of storm events.

Management, in its sole discretion, will determine the most effective method and timing of snow removal services.

### **Parking and Garages**

- Resident Parking - Residents shall park in their garage. Should no parking spaces be available in the garage, residents shall park in their driveway. Should no parking spaces be available in their driveway, residents may park on the street in front of their lot.
- On-Street Parking - On-street parking is reserved for short-term use only. The time limit for on-street parking is 48 hours for any vehicle.

### **Insurance**

Insurance expense covers general liability for PCVA Exclusive Common Areas of Common Responsibility, only. Spanish Oak owners must obtain property and liability Insurance for their Unit and personal property.

### **Neighborhood Committee**

Pursuant to Section 5.3 of the Bylaws of the PCVA, the owners of lots within the Neighborhood formed for Spanish Oak shall form a committee formed of three to five individuals (the "Spanish Oak Neighborhood Committee").

### **Voting & Delegate & Neighborhood Committee**

Interested in helping manage the PCVA or Spanish Oak? Consider serving as your neighborhood's Voting Delegate or Alternate to the PCVA (see 1.45 of the Declaration of Covenants, Conditions and Restrictions of the Pine Creek Village at Briargate).

If you prefer to focus on Spanish Oak and its Neighborhood Services (and funding), then consider volunteering as a Neighborhood Committee member (see Article 5.3 of the Pine Creek Village Association By-Laws). Please visit [www.pcva.org](http://www.pcva.org) to request info for volunteer opportunities.