

# Chimneystone PCD

Sugar Land, TX



## Welcome Packet

A Guide for Homeowners & Tenants

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welcome

# To the Neighborhood

Whether you are a new homeowner, existing homeowner or tenant, be informed...

## ABOUT US

Chimneystone PCD is located in the heart of the First Colony Master Planned Community of Sugar Land, TX in Fort Bend County.

We are situated close to the Texas State Highway 6 corridor and are minutes away from Sugar Land Town Square, City Hall, First Colony Mall and some of the best ranked parks in the nation, as well as a wide variety of restaurants and shops.

[www.chimneystone.org](http://www.chimneystone.org)



### Current Community Management

Creative Management Company

Manager: Clinton Seay

8323 Southwest Freeway, Suite 330

Houston, TX 77074

Email: [cseay@cmctx.com](mailto:cseay@cmctx.com)

# IMPORTANT CONTACT INFORMATION

- **Sugar Land Police Department**  
1200 Highway 6 S  
Sugar Land, TX 77478  
Phone: (281) 275-2020 (Non-Emergency Number)  
For Emergencies: Dial 9-1-1  
<https://www.sugarlandtx.gov/113/Police-Department>
- **The City of Sugar Land**  
2700 Town Center Blvd. N.  
Sugar Land, TX 77479  
Main Phone: (281) 275-2900  
Dial 3-1-1 to report a concern  
website: <https://www.sugarlandtx.gov/>  
**Water Dept. (To Start/Cancel Water & Garbage) - Online**  
<https://www.sugarlandtx.gov/320/StartCancel-Water-and-Garbage-Recycling-Solid-Waste-and-Recycling>  
**Solid Waste and Recycling**  
101-A Gillingham Lane  
Sugar Land, TX 77478  
Phone: 281-275-2900  
email: [solidwaste@sugarlandtx.gov](mailto:solidwaste@sugarlandtx.gov)  
<https://www.sugarlandtx.gov/313/Solid-Waste-Recycling-Service>  
**Sugar Land Animal Services**  
101B Gillingham Lane  
Sugar Land, TX 77479  
Phone (281) 275-ADOG (2364)  
After Hours Emergency - Call (281) 275-2020  
email: [animalservices@sugarlandtx.gov](mailto:animalservices@sugarlandtx.gov)
- Setting up electric? Visit <https://www.choosetexaspower.org/>
- **Chimneystone PCD**  
<https://chimneystone.org/>  
Where homeowners and tenants can find information regarding rules & regulations, news, forms and amenities.  
*Currently Managed By:*  
**Creative Management Company**  
8323 Southwest Fwy #330  
Houston, TX 77074  
Phone: (281) 772-4420  
Contact: Clinton Seay  
email: [cseay@cmctx.com](mailto:cseay@cmctx.com)  
website: <https://www.cmctx.com/home>  
Homeowners, register on the Creative Management site where you can pay your HOA dues, submit work orders and report violations.

# COMMUNITY INFORMATION

Chimneystone is an HOA Community, it is up to all homeowners to familiarize themselves with the community rules and regulations.

If you are a landlord, it is your responsibility to make sure you and your tenants are aware and adhere to the community rules and regulations.

All documents regarding community guidelines can be found at

[www.chimneystone.org](http://www.chimneystone.org)

and the homeowner portal via Creative Management

<https://www.cmctx.com/homeowner-login>

The portal will allow you to make assessment payments, see your account balance, reports or check violations.

Want to keep up with current information regarding the community?  
You can find us on Nextdoor and Facebook



*We have a Facebook private group page that is by invitation only. Reach out to Clint Seay at [cseay@cmctx.com](mailto:cseay@cmctx.com) with your Facebook address and we will send you an invitation.*



# COMMUNITY INFORMATION

CONTINUED

## Schools Zoned to Chimneystone

1. Settler's Way Elementary School
2. First Colony Middle School
3. Clements High School

You can find out more information by visiting: <https://www.fortbendisd.com/>

## Planning to Rent Out Your Home?

All residential rentals within the City of Sugarland are subject to rental licensing. Unlicensed rental properties can be fined up to \$500 a day for each day the unit is rented without a license. The license must be renewed annually.

This program ensures that the owner of the rental property maintains the property and tenants are assured a rental that is up to code.

To apply and for more information visit:

<https://www.sugarlandtx.gov/493/Rental-Licensing>

If you believe a rental property is being rented without a license, please call 311.

## Nearest Grocery Stores

1. HEB Lake Colony - 4724 HWY 6 MISSOURI CITY, TX 77459-4180 (1.7 Miles)
2. Kroger - 6200 Hwy 6, Missouri City, TX 77459 (3.5 Miles)

# Landscaping or Remodeling?



Changes made to the exterior of your home must be approved by the Architectural Control Committee (ACC) to Avoid a Violation Notice and/or fine(s)

Below are some, but not limited to, the types of changes that must be approved:

- ◆ Landscaping
- ◆ Painting ([Approved list of colors](#) can be found online at [www.chimneystone.org](http://www.chimneystone.org))
- ◆ Roofing and Gutter Replacement
- ◆ Fence Replacement
- ◆ Exterior Remodeling
- ◆ Paving (driveway replacement, extension, pathways)

Be sure you read the community rules and regulations, as well as the declarations thoroughly before you start any work, then complete a ACC form and submit for approval to:

[cseay@cmctx.com](mailto:cseay@cmctx.com)

If you are not sure or have questions you can also reach out to Clinton Seay.

You can find the most current form at

<https://chimneystone.org/association-documents/#page-load>

(a sample form is included on the next page for your information)

**All submissions will get a “received” response, please follow-up if you do not receive one.**  
**Please Note: The HOA has up 30 days to approve/deny your submission, but you will normally receive a replay within a week or less excluding holidays**

## CHIMNEYSTONE ARCHITECTURAL CONTROL FORM

DATE SUBMITTED: \_\_\_\_\_ HM TEL: (    ) \_\_\_\_\_ - \_\_\_\_\_  
OWNER'S NAME: \_\_\_\_\_ WK TEL: (    ) \_\_\_\_\_ - \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CELL: (    ) \_\_\_\_\_ - \_\_\_\_\_  
EMAIL: \_\_\_\_\_

BRIEFLY DESCRIBE THE ALTERATION OR IMPROVEMENT YOU ARE PROPOSING:

WHO WILL BE PERFORMING THE WORK OR IMPROVEMENT?

NAME: \_\_\_\_\_ CITY PERMIT (If require by city) \_\_\_\_\_

Please include sketch or copy of improvement or project, including measurements, lot lines and easement lines (if applicable, use copy of your lot survey or floor plan.) **MUST SHOW DISTANCE FROM RESIDENCE AND/OR PROPERTY LINE AND HEIGHT OF STRUCTURE (IMPROVEMENT.)**

### LOCATION OF IMPROVEMENT

FRONT OF HOUSE	ROOF OF HOUSE	OTHER
BACK OF HOUSE	GARAGE	FENCE
PATIO	SIDE OF HOUSE	DRIVEWAY

*Regarding the Exterior Paint Applications, it is necessary to specify the exact paint color you are proposing (even if using the same color) from the Approved Exterior Paint Chart, including the SW# and paint name. If you are proposing a trim color, you must specify the Base Color as well as the Trim Color. (Note: Trim colors are not required) **Base Color** – This is the color applied to the principal area of the residential dwelling and garage, including the siding, garage door(s), patio and porch walls/enclosures, chimneys, and the underside of eaves. **Trim Color** – This is the secondary color that is applied to the fascia board, side trim boards, gutters mounted on fascia, window and door trim, doors (but not garage doors) and shutters. **Fences cannot be stained but can be sealed with a CLEAR sealant.***

### MATERIAL NECESSARY FOR PROPOSED IMPROVEMENT (CHECK):

\*PAINT COLOR(S) \_\_\_\_\_ \*Must be paint #s from the Approved Paint Chart  
STAIN COLOR(S) \_\_\_\_\_ SIDING TYPE \_\_\_\_\_  
LUMBER TYPES(S) \_\_\_\_\_ ELECTRICAL \_\_\_\_\_  
BRICK TYPE(S) \_\_\_\_\_ FENCE TYPE(S) \_\_\_\_\_  
SCREEN TYPE(S) \_\_\_\_\_ HEIGHT \_\_\_\_\_  
OTHER \_\_\_\_\_

If approved, I will agree to build/install the improvement in accordance with the application within 90 days of approval date and further agree that all maintenance, repair and replacement of the improvement and attachments thereto shall be performed at the expense and responsibility of the property owner.

SIGNATURE OF OWNER \_\_\_\_\_

RETURN TO: CHIMNEYSTONE HOA c/o CREATIVE MANAGEMENT COMPANY 8323 Southwest Freeway, Suite 330 Houston, TX 77074 EMAIL: Clinton Seay at <a href="mailto:cseay@cmctx.com">cseay@cmctx.com</a> All submissions will get a "received" response, follow-up if you do not receive this response.	<b>FOR ACC USE ONLY</b> Date received: _____ Approved _____ Denied _____ Date: _____ By _____ Comments: _____
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# TOP FIVE VIOLATIONS

It can be frustrating, but knowing the top 5 violations may help you avoid a letter and/or fine for simple fixes

## 1. Landscaping

(\*Example: Mowing, edging, weeding, tree/shrub pruning, watering, fertilizing, etc.)

## 2. Trash

(\*Example: Leaving trash bins more than 24 hrs after collection or left where they can be seen from street, heavy trash out before scheduled day, etc.)

## 3. Repairs and Maintenance

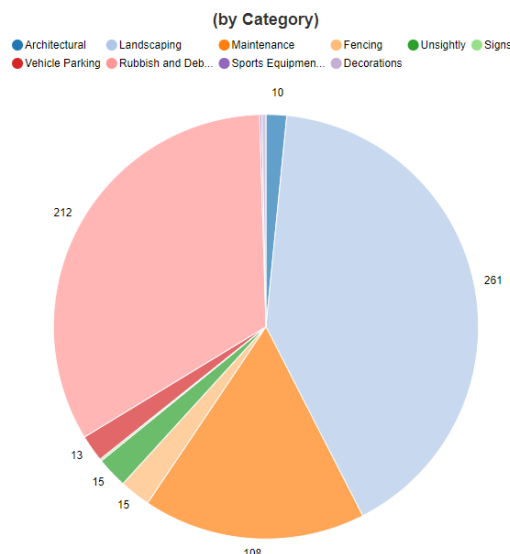
(\*Example: Faded or peeling paint, painted a non-approved color, faded siding, roof in disrepair, sagging or falling gutter, unapproved modifications, etc. )

## 4. Unsightly

(\*Example: Mildew on exterior of residence or garage, sidewalks/driveway in need of power washing, weeds growing in cracks of sidewalks/driveways, faded/damaged mailboxes, etc.

## 5. Fence

(\*Example: Old, damaged or falling, painted, non-approved fencing, etc.)



*\*Examples are not limited to the items shown, but are the most common. See also attached Violation Index.*





# Violation Index

## Quick Reference

When violation notices go out there are often questions as to information regarding violations. As a reminder, all guidelines and rules are posted under the “Association Files” section of the Chimneystone website – [chimneystone.org](http://chimneystone.org), the Creative Management portal and on the Facebook page under “Files”

Below are some of the frequent violation topics and where they can be found in the Declarations and Rules & Regulations document for the Chimneystone subdivision.

Signs – Page 12, Section 15

Mailboxes – Page 17, Section 21

Front Lawns – Page 18, regarding the following:

No decorative appurtenances\*

No birdbaths, fountains\*

Use of Temporary Structures - Page 8, Section 6

Treehouses – Page 19, Article IV

Lot Maintenance – Page 11, Section 19

Use of Garages – Page 9, Section 8

Storage of Cars, Boats and RVs – Page 9, Section 9

Single Family – Page 5, Section 1

Flag Display – Page 17 of the Rules & Regulations

Roof – Colors & Materials – Page 17 in Declarations and Page 23 in Rules & Regulations

Paint Colors – Current Color List Posted on the Chimneystone website.

This page may be updated periodically to point our residents to items of information regarding the community.

\*Must be approved by the Architectural Control Committee, BEFORE being implemented, NOT AFTER.



# HOA MEETINGS

Are held the 4th Tuesday of each month  
(January-November) at 6:30PM

Location: 3010 Settlers Way Blvd., Sugar Land, TX 77479

Homeowners and Tenants are Welcome!

Agendas are posted to the website and social media sites  
prior to the meeting.

Current Board:

as of 1/1/2024

D. Johnston - President

S. Mack - Board Member

M. Zuniga - Board Member

S. Robinson - Board Member

H. Grieshaber - Secretary

# CHIMNEYSTONE TRASH COLLECTION

## City of Sugar Land



### **Garbage and Recycling Collection Day:**

Tuesday and Friday

*On collection day, carts can be set out by 7am but no later than, 6pm the evening before. Carts **MUST** be put away no later than 8 am on the morning following the day of collection. This is not just an HOA requirement but also a city requirement. Landlords, make sure your tenants are aware.*

### **Heavy Trash (Bulky Waste) Collection Day:**

2nd Monday of Each Month

*On collection day, carts can be set out by 7am but no later than, 6pm the evening before. Bulky items should be set out at the curb at least four feet from other objects. Bulky waste left at curb days or weeks prior to collection will constitute a violation. You as owner/landlord are responsible for removal outside of the set collection day, no exceptions.*

### **Green Waste Collection Day:**

Tuesday

*On collection day, carts can be set out by 7am but no later than, 6pm the evening before. Clear or translucent bags are required. Loose grass clippings and leaves should be placed in a reusable container. Brush and tree limbs must be less than 4 inches in diameter and less than 4 feet in length; or between 4 and 6 inches and less than 2 feet in length.*

**For more information regarding solid waste & recycling services as well as a complete list of guidelines visit <https://www.sugarlandtx.gov/313/Solid-Waste-Recycling-Service>**

# POOL INFORMATION



**3810 Frontier Drive  
Sugar Land, Texas 77479**

**WRISTBANDS MUST BE PRESENTED FOR ENTRY AT ALL TIMES**

***Please Note: If you have not paid your association dues or have any open violations and/or fines you will not be issued or be able to pickup a wristband until all accounts are settled.***

## **Summer Hours**

Pool Opens the Weekend of Memorial Day\*

12 PM to 8 PM, then

\*\*Tuesday-Sunday

12 PM to 8 PM

## **Back to School Hours**

The Pool Will Revert to Sat/Sunday Schedule on August 5, 2024

Saturday & Sunday Only

12 PM to 8 PM

Pool is closed for the season after Labor Day

\* Pool normally closed Mondays for cleaning

\*\*Dates and times are subject to change. Check the website for up-to-date information.

Pool Rules are included here and on the website

## **Pool Wristbands for Access**

- ◇ Wristbands are issued at the pool the first two weekends in May. Check the website for announcements
  - ◇ One wristband per household
- ◇ There will be a \$25 replacement fee for lost or replacement wristbands
  - ◇ To replace your wristband, please email [Clint](mailto:clint@creative-management.com)

**If you are unable to pick up a wristband during the issue dates you will have to pickup your wristband in person at:**

Creative Management, Inc.

8323 SW Freeway #330

Houston, TX 77074

[Wristband Request Form \(rev 7-23\)](#)

Contact Creative Management at (713) 772-4420 - Call before going, do not just show up

# Tennis Court Information



**3810 Frontier Dr.  
Sugar Land, Texas 77479**

## **Tennis Anyone?**

**The tennis courts are available to residents of the Chimneystone Community**

**The courts require a key to enter. To obtain a key contact Clinton Seay  
at [cseay@cmctx.com](mailto:cseay@cmctx.com)**

**The fee for the key is \$25**

**Keys are available to owners/landlords and can be paid via check or money order**

**Payable to: Chimneystone HOA**

**(All tenants must go through their landlord to order a key)**

**Once paid the key will be delivered to the owner or tenant (per landlord direction)**

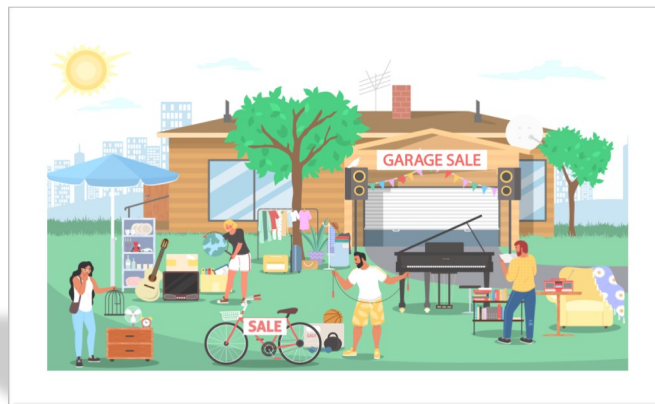


# CHIMNEYSTONE COMMUNITY GARAGE SALE

Need to declutter and make a little extra money?

Chimneystone has two community-wide garage sales per year, usually in April & October.

The days have now been expanded to  
Friday, Saturday & Sunday.



## Guidelines:

1. Trash must be disposed of properly in your own trash container once the event has ended.
2. Garage sales are held on your own property and not on any of the common areas.
3. Garage sales are held 8 AM and must end by 1PM
4. Rain dates are provided with the 2nd date held rain or shine.

The event will usually coincide with a heavy trash Monday to allow residents to throw out anything that they could not sell but want to get rid of.