



# WELCOME TO XSPACE

4229 N FM 620  
Austin TX 78734

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# WE ARE YOUR AUSTIN XSPACE TEAM



BUILDING MANAGER

Lindsey Sendlein

[lindsey@xspacegroup.com](mailto:lindsey@xspacegroup.com)



CUSTOMER EXPERIENCE  
& ACCESS

Mary Swanhaus

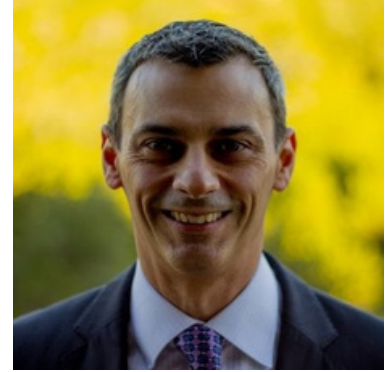
[mary@xspacegroup.com](mailto:mary@xspacegroup.com)



HOA BOARD PRESIDENT

Boris Tilim

[btilim@gmail.com](mailto:btilim@gmail.com)



HOA ARCHITECTURAL  
COMMITTEE PRESIDENT

Paul Frantz

[frantzpw@gmail.com](mailto:frantzpw@gmail.com)

Please feel free to email us at [info@xspacegroup.com](mailto:info@xspacegroup.com) or call and text at 512-200-2117.

# GETTING STARTED

# UNIT ACCESS

As a unit owner, you have 24/7 access to your XSpace building.

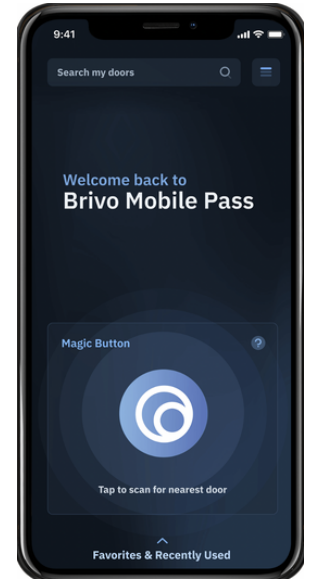
## YOUR UNIT(S) COMES WITH:

- (1) garage remote for unit
- (1) Key for unit
- (1) Brivo app access for unit & exterior garage doors. \*Additional Brivo passes can be purchased.
- Four-digit code to enter the building
- (1) Fob to enter the building
- Mailbox number and (1) mailbox key
- (2) Windshield Cards - A tag to put in your car windshield when parking anywhere but in front of your unit.

\*For additional unit keys and unit garage door remotes, see the PREFERRED CONTRACTOR page.

# SETTING UP REMOTE ACCESS TO YOUR UNIT

1. Email [info@xspacegroup.com](mailto:info@xspacegroup.com) to set up your Brivo account and four-digit personal PIN number for remote access to your XSpace unit.
2. Once a Brivo account has been established, you should receive emails from Brivo Home and Brivo Pass.
3. For Brivo Home, you will need to use the link at the bottom of the email in your browser to set up a profile for access to the unit.
4. Download the Brivo Pass app in your phone app store before using the activation email sent. Once the Brivo Pass app is installed and activated, make sure you link your Brivo Home profile. After pressing on the three lines in top right corner of Brivo Pass App, you will find the “Link Brivo Home” option.



# INTERNET

## LOUNGE WIFI

Password: xspace2022

## BUILDING WIFI

Password: funspaceforme

## PRIVATE ETHERNET INTERNET OPTION

Olezka Global offers wired internet services for the building, including a wired connection and a set-up router that supports wireless connectivity, cloud-based firewall solutions, and managed AV/EDR security for desktops.

See contact info on the [PREFERRED CONTRACTOR](#) page.



# YOUR BUILDING

## LOUNGE

Great for gathering with clients, meeting neighbors, having lunch, and a change of scenery from your unit.

## CONFERENCE ROOM

This can be officially reserved or used on a first-come, first-serve basis when not in use.

## RESTROOMS

Located in the Lounge on L4 and L2, which has showers. Our septic tank is sensitive, so please **ONLY** flush down toilet paper. Extra toilet paper can be found on L4 in the cabinet to the left of the kitchen sink.





# RESPECT YOUR NEIGHBORS

## MEET THE NEIGHBORS

XSpace is a friendly and communal environment. Our community is made of interesting people from all walks of life. We learn from, inspire, support, and collaborate with each other. Next time you see your neighbor, say hi!

## BE RESPECTFUL

We get excited about our work, too, but be mindful of noise in common areas and drive aisles.

## LONG TERM PARKING

No vehicle shall be parked in common areas longer than 8 hours.

## KEEP YOUR SPACE SAFE & SECURE

All guests should be in direct contact with you, guided on where to park, and expected to follow our guidelines. Avoid letting people follow you into the building. Please NO propping open doors at any time.

Do NOT give out your 4 digit code to 3rd parties!

Help prevent slips and trips; don't leave boxes or trailing cables in passage areas. Clean up spillages! Contact XSpace Management if you need assistance.

# RESPECT YOUR SPACE

## LEAVE NO TRACE

As a rule of thumb, always clean up after yourself. Leave the drive aisles, the lounge, and the conference room clean. Your dishes need to be done by YOU!

## LOOK AFTER ANIMALS

We love pets, but they should be leashed in common spaces and kept off furniture. If you bring pets, ensure they are potty trained, properly vaccinated, and parasite-free. They must always be supervised.

## LEASING YOUR UNIT

Owners must notify [info@xspacegroup.com](mailto:info@xspacegroup.com) when there is a new tenant. Owners are responsible for their tenant to be compliant with all rules.

## NO BLOCKING

Do not park in front of other units. If parking anywhere other than directly in front of your unit, use your windshield card for you and your guests.

## NO IDLING

Turn your engine off inside the building: this sets off the CO2 fans that can be loud.

## SAVE ENERGY

The building's main garage doors are for car use only—not man doors! When opened unnecessarily, they let out all of the heat/AC.

**ABOUT YOUR BUILDING**

# PRIVATE EVENTS

The Lounge and Conference Room at XSpace are available for use for your private event.

Contact [lindsey@xspacegroup.com](mailto:lindsey@xspacegroup.com) to reserve and discuss your event needs.

## RULES FOR PRIVATE EVENTS

- If hosting more than 40 people, it is required to hire a valet service.
- The Lounge should be left clean and in the condition it was found, including taking all garbage to the dumpster.

See contact info on the PREFERRED CONTRACTOR page.



# AMENITIES AND OTHER PERKS

## THE TERRACE

You have exclusive use to the terrace overlooking Lake Travis. The terrace is located on L4.

## COFFEE & FILTERED WATER

The lounge has a coffee maker and filtered water, and there is a water bottle filling station on each floor.

## OVEN

The code is 1000# to turn on oven in Lounge.

## DRIVE UP ACCESS

The space directly in front of your unit is yours to park. Please do not block other units.

# MAIL & PACKAGES

Each unit comes with a mailbox and key.

Please contact [lindsey@xspacegroup.com](mailto:lindsey@xspacegroup.com) for additional mailbox keys (\$20 each)

Your address is:

Your Name/Business Name

4229 N FM 620 Rd.

Unit # \_\_\_\_\_

Austin, TX 78734

## PACKAGES

The package room is located in the L2 lobby. Please remove all packages promptly.



# HOA INFORMATION

## HOA PAY

This is the system used to pay your monthly HOA fees. See the next page for set-up directions.

## COMMUNITY COMMUNICATION

A digital newsletter with building updates, etc., is sent to all owners and tenants weekly. Please sign up [HERE](#) and check your spam box if you are not receiving it.

## COMMUNITY DIRECTORY

Please click [HERE](#) to be included in the community contact sheet.



# HOA PAY INFORMATION

## SET UP YOUR HOA PAY ACCOUNT

<https://www.payhoa.com>

## AUTOPAY

Directions to set up Auto Pay are [HERE](#). \*We cannot take credit cards or set up your payments on our end. It has to be done by the owner.

## DUE DATE

Statements are sent on the 1st of each month.

## LATE FEES

You are late as of the 10th of each month

Please contact [Lindsey@xspacegroup.com](mailto:Lindsey@xspacegroup.com) if you have any issues.



LATE FEES	
1 day late	\$50.00
30 days late	\$75.00
60 days late	\$100.00
90 days late	\$125.00
120 days late	\$150.00



# CLEANING

## COMMON AREAS

Cleaned every Monday, Wednesday, and Friday.

## DRIVE AISLES

Cleaned the last Saturday of each month in the evenings.

## DISHES

The cleaning company does not do your dishes. You are responsible for cleaning your own dishes in lounge and kitchenettes.

## FRIDGE CLEANING

The fridge is cleaned out on the first of every month; please label and date your items so they are not thrown away.

# TRASH & RECYCLING

Each unit owner is responsible for taking their trash to the community dumpster in front of the L1 Garage entrance, not in the kitchenette trash can on your level.

Everything goes INSIDE the dumpster. A fine will be assessed for pallets or anything put around the dumpster house.

Cardboard boxes must be broken down and put INSIDE the dumpster.

The dumpster is emptied on Mondays and Thursdays.

The dumpster code is: 4393



**YOUR XSPACE**

# YOUR UNIT

We encourage you to make your XSpace unit, YOUR space.

Architectural approval is NOT required for interior painting, the installation of wallpaper, the installation of shelving, and/or storage.

High-piled storage or anything stored above 12 feet is not allowed.

Architectural approval IS required for:

- Connecting to or relocating pipes, lines, conduits, and/or other apparatus for access to common utilities
- Anything that places an additional load on any structural or load-bearing portion of a unit.
- Penetration of any wall of the building.
- Penetration of the cement floor.
- Modifying the exterior of your unit, including adding a logo.



# UNIT MODIFICATIONS

If you would like to make modifications to your unit that include structural, plumbing, or electrical work, please see the process below.

## PROCESS FOR CONTRACT WORK

#1 Email [info@xspacegroup.com](mailto:info@xspacegroup.com) with the scope of your project.

#2 Prepare your plans to present to the Architectural Board.

- Review permit requirements for the LTFR (most modifications require Lake Travis Fire Department) and WCID (if your project involves water lines) and prepare permits.
- When adding a mezzanine or other structure that requires modification of the sprinkler system, unit owners will need to get a set of fire sprinkler plans from Allied to submit to LTFR.
- Complete the Agreement for Contract Work provided by 4229 MGMT if necessary.
- If your unit modifications include any type of structural work, you will need to provide approved engineering sign-off to the Architectural Board.\*\*\*

# UNIT MODIFICATIONS (CONT'D)

#3 Submit documents to the Architectural Board, to [info@xspacegroup.com](mailto:info@xspacegroup.com)

- Include unit modification plans and permit(s) documentation
- Additionally, submit a \$350 application fee via or ACH or check to “4229 MGMT LLC.”
- Have all contractors email their Certificate of Insurance (COI) to [info@xspacegroup.com](mailto:info@xspacegroup.com)
- Include your estimated construction start date.

#4 Upon approval from the Architectural Board

- Print and post copies of your permits on the outside of your unit.
- Notify your neighbors of loud construction noise 48 hours in advance so they can plan accordingly.

NOTE: CONTRACTORS ARE NOT ALLOWED TO PARK INSIDE THE BUILDING. They can use the ramp by the dumpster or park on 620.

# UNIT MODIFICATIONS (CONT'D)

#5 Once work is completed

- A final inspection must be arranged with LTFR to close your permit before you can occupy your unit.
- Please provide a closed permit to [info@xspacegroup.com](mailto:info@xspacegroup.com)

Owners are responsible for compliance and should remember that all units are subject to inspections by the Travis County Emergency Services District No. 6 at any time without warning.

Work may be performed only during the hours from 8:00 a.m. to 6:00 p.m. on weekdays. No work shall be performed on Saturday, Sunday or Holidays, without prior approval of the Architectural Committee.

# PREFERRED CONTRACTORS

You are not required to use a preferred contractor, but the following are familiar with the process and the building:

## HANDYMAN

Carlos

512-952-1285 | [cgpcustomwelding@gmail.com](mailto:cgpcustomwelding@gmail.com)

## ELECTRICIAN

ACE

210-851-1216

## FIRE SPRINKLER

Allied Fire Protection

Raymond Deling

281-485-6803

## GARAGE DOORS

Cedar Park Overhead Doors

Todd Gilstrap

512-335-7441 | [todd@cedarparkgaragedoors.com](mailto:todd@cedarparkgaragedoors.com)

## LOCKSMITH

Hull Supply Inc

Stephen Olsen-Landis

512.225.8089 | [keyshop@hullsupply.com](mailto:keyshop@hullsupply.com)

## BRIVO SUPPORT

866-274-8648



# PREFERRED CONTRACTORS (CONT'D)

## VALET PARKING FOR EVENTS

Next Level Valet

512-851-70342 | [exec@nextlevelvalet.com](mailto:exec@nextlevelvalet.com)

## PLUMBER

Clark Kent Plumbing

512-477-2200

## PRIVATE ETHERNET INTERNET

Olezka Global

Aaron Torres

512-963-1900 | [sales@olezkaglobal.com](mailto:sales@olezkaglobal.com)

## MEP ENGINEER

Bay and Associates, Inc

Edward Bay

512-407-9011 | [edb@baymep.com](mailto:edb@baymep.com)

## STRUCTURAL ENGINEER

Dunaway & Associates

Sarah Willis

512-306-8252 | [swillis@dunaway.com](mailto:swillis@dunaway.com)



# WE'LL SEE YOU AT XSPACE

## QUESTIONS?

Please reach out to [info@xspacegroup.com](mailto:info@xspacegroup.com)

## REFERRAL PROGRAM

XSpace is your community.

Help us build your community by referring your friends.

If your referral purchases a unit, you are eligible to receive up to a \$5,000\* fee.

\*amounts vary based on the size of the unit purchased.