



OFFICE CONDOMINIUM  
 OWNERS ASSOCIATION, INC.  
 P.O. BOX 90669  
 HOUSTON, TEXAS 77290

**Information Sheet**

Buying and Selling your unit

Cost associated with the transferring ownership of your unit as follows:

- Prorated property tax to the date of sale.
- Prorated association dues to the date of sale within present quarter of the sale.
- Five Hundred (\$500.00) Dollar Capitalization Fee; this fee is placed into the reserve account
- One Hundred Seventy Five (\$175.00) Dollar Transfer fee.
- One Hundred Seventy Five (\$175.00) Dollar Commercial Quote Fee or Two Hundred Twenty Five (\$255.00) Resale Certificate if required by Title Company and/or Lending Institution.
- You will be required to provide your own electric service and other utilities i.e. cable/phone etc. Water is furnished by the HOA.
- Any improvements desired during your purchase and/or ownership changing the appearance of your unit must be approved through the HOA. The application will be provided when requested.
- When your purchase is completed the HOA will receive your package from the closing agent. Once this is received the HOA will send you further information including a payment book and online options. This process takes 4-6 weeks to complete. If there are any dues that surpass the time lapse all late fees will be waived. Due dates and amounts for quarterly assessments are as follows
  - January 1<sup>st</sup>
  - April 1<sup>st</sup>
  - July 1<sup>st</sup>
  - October 1<sup>st</sup>

ASSESSMENT RATE	RATE / QR / UNIT	RATE / QR / UNIT	RATE / QR / UNIT	RATE / YR / UNIT
Fiscal Year 2020	\$ 474.01	\$ 65.99	\$ 540.00	\$2,160

[www.pinoakocoa.coml.com](http://www.pinoakocoa.coml.com)



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Providing an easy to read understanding of our and your responsibilities.  
If further questions, please feel free to reach out at [info@pinoakocoa.com](mailto:info@pinoakocoa.com)

**Association Responsibility**  
**Association Cost**

Common Elements

- Landscaping/Plantings
- Driveways/Parking Lots
- Walkways/Sidewalks
- Outdoor Lighting
- Dumpster Enclosures/Containers
- Monument Signs
- Drainage

Common Building Elements

- Foundations/Slabs
- Exterior walls to interior Studs
- Load Bearing Walls
- Girders/Beams/Columns
- Roofs
- Structural and/or Supporting Elements

Utilities

- Water lines servicing more the one unit
- Electrical Lines servicing more the one unit
- All equipment servicing more the one unit
  - Cable
  - Telephone
  - Video
  - Fiber Optic

\*\*Unless otherwise owned and serviced by the provider\*\*

Association Duties

- Paid by Association
  - Carries all Insurances for common Elements of the buildings (Replacement/Damages), liabilities on common ground, and D & O for Community Protection.
  - Common Electric for outside lighting  
All Water usage for all irrigation and Units
- Other
  - Maintaining all above items
  - Maintaining Contractors and Coordinating Maintenance and/or Repairs
  - Accounting
    - Owner
    - Receivables
    - Payables
  - Record Maintaining
  - Resale Statement of Accounts
  - Servicing Request and complaints
  - Architectural Control



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### **Owner Responsibility**

#### **Owners Cost**

#### All Interior Perimeter Walls (studs in)

- Sheetrock/Wallboard/Plaster
- Tile/Wallpaper/Paint
- Moldings
- All interior surfaces and finishes and all other not named

- Tile/Wallpaper/Paint
- Structural Frame
- Moldings
- All interior surfaces and finishes and all other not named

#### All Interior Walls (structural or load bearing)

- Studs and/or Structural Building Materials
- Sheetrock/Wallboard/Plaster
- Tile/Wallpaper/Paint
- Moldings
- All interior surfaces and finishes and all other not named

#### Flooring

- All interior surfacing
- Carpeting/Tile/Finished Wood Flooring
- moldings
- All flooring surfaces and finishes and all other not named

#### All Interior Walls (non-structural or non-load bearing)

- Studs and/or Structural Building Materials
- Sheetrock/Wallboard/Plaster
- Tile/Wallpaper/Paint
- Moldings
- All interior surfaces and finishes and all other not named

#### Doors/Windows

- Exterior doors/frames/glass/hardware
- Interior doors/frames/moldings/hardware
- Exterior Windows/frames/glass/hardware
- Interior Windows/frames/moldings/hardware

#### Ceiling

- Sheetrock/Wallboard/Plaster

#### Built-ins

- Any builder built or aftermarket built-in attached or detached from the structure including cabinetry/shelving/countertops

Unit Utilities Service Lines

- All Plumbing/Water lines servicing single units (exterior & interior)
- All Electrical lines/wiring/panels servicing single units (exterior & interior)
  - Bulbs/lighting fixtures/switches
- All Gas lines/wiring/panels servicing single units (exterior & interior)
- All Cable/Phone/Fiber-optic lines/wiring/panels servicing single units (exterior & interior)

Appliances

- Heating/Cooling/HAVC
- Self-Contained units servicing single units
- Ventilation system (ducking and internal structural workings)
- Disposal/refrigerator/dishwasher and any builder installed or aftermarket
- Built-in attached or detached from the structure.

Other Cost

- Unit Property Tax
- Electric/Phone/Cable/or any other utilities cost servicing one unit.  
\*\*\*Water is Provided for by the Association\*\*\*
- Condo Insurance for Coverage on above items and personal property.  
\*\*\*Please contact Insurance agent for details and coverage questions\*\*\*

**Insurance Agent:**

Ted Henderson III

*Risk Advisor*

InSource Insurance Agency

832.474.1536 - Mobile

210.471.0500 x: 1234 - Office

503 Med Court, Suite100

San Antonio, TX 78258

[Ted.Henderson@realtioninsurace.com](mailto:Ted.Henderson@realtioninsurace.com)

[www.insourceinsuranceagency.com](http://www.insourceinsuranceagency.com)



## Signage

It is the owners or tenant's responsibility and cost to order your signage.  
Please contact:

Image360 Katy

21733 Provincial Blvd #120, Katy, TX 77450

9AM – 5:30PM M-F

[richardjoe@image360.com](mailto:richardjoe@image360.com)

281-829-1400

## Owner/Tenant information Sheet

(If not already completed.)

**Pin Oak OCOA, Inc.**  
 c/o Bayou Commercial Management LLC  
 P.O Box 90669  
 Houston, TX 77290  
 832-785-3459  
 info@julieriversocasl.com

\*\*\* (Please email, mail, or text image to the above information completed) \*\*\*

### Please Print Clearly

<b>Property Address:</b>		Unit #	Owner <input type="checkbox"/> Resident <input type="checkbox"/>	
Full Name:				
Legal Entity/Responsible Party:				
<b>Billing Address:</b>				
Home Phone:		Business Phone:		
Fax:		Mobile Phone:		
E-Mail Address:				
<b>LEASE INFORMATION:</b>				
Business Name:				
Contact Person:				
Business Phone:		Fax:		
E-Mail Address:		Mobile Phone:		
<b>COMMERICAL VEHICLES KEPT ONSITE</b>				
<b>MAKE:</b>	<b>MODEL:</b>	<b>YEAR:</b>	<b>COLOR:</b>	<b>LICENSE TAG:</b>
<b>MORTGAGE</b>				
Name of Lien Holder:				
Address of Lien Holder:				
Loan Number:				
<b>EMERGENCY CONTACT</b>				
Full Name:		Relationship:		
Address:				
Business Phone:		Fax:		
E-Mail Address:		Mobile Phone:		

\*\*\*Section 82.114(e) of the Texas Uniform Condominium Act requires unit owners to provide the Association with the following information within 30 days of acquiring an interest in a unit.\*\*\*

\*\*\*Section 82.114(f): A unit owner shall notify the Association not later than the 30<sup>th</sup> day after the date the owner has notice of a change in any information required by Subsection (e), and shall provide the information on request by the Association from time to time.\*\*\*

\*\*\*This information will be kept confidential. The purpose of the request is to maintain proper records, identify the residents entitled to use the facilities, and have emergency contact information.\*\*\*

Office Use Only: Date Received \_\_\_\_\_ Date Entered \_\_\_\_\_

Form: 001 Rev. 08/30/19