



**HIGHLAND
COMMONS**

Closing Information Sheet

UTILITIES & SERVICES:

Electricity — Reliant Energy.....(888) 890-1536

OR provider of your choice: Powertochoose.org

Gas — Centerpoint Energy.....(713) 659-2111

Alarm System - Electronic Protection Systems.....(832) 922-4050

Telephone — AT&T.....(800) 464-7928

Cable — Comcast.....(713) 341-1000

Water & Trash—Provided by the HOA

Trash Pickup — **TUESDAY & FRIDAY** **Recycle Pickup** — **FRIDAY**

PLEASE contact HOA for questions on trash can & recycle bin.....(713) 956-1995

*****NOTE TO HOMEOWNERS:** Please have all utilities change into your name **IMMEDIATELY** after closing. All utilities will be **DISCONNECTED** 3 business days after closing.

HOA INFO: Highland Commons Community Association

Register your account at www.kpmtx.com to stay up to date on development information.

Susan Odell — Susano@kpmtx.com.....(713) 956-1995

POST OFFICE: 7511 N Shepherd Dr, Houston, TX 77088.....(281)447-8258

****Take your Closing Disclosure** (Found in your title documents) to the USPS to receive keys

EMERGENCY & WARRANTY SERVICES PHONE NUMBER:

Air Conditioner/Heater — Alpine Air.....(713) 433-5641

Alarm System — Electronic Protection Systems.....(832) 922-4050

Appliances — Samsung — Morsco Supply Co.....(713) 392-2757

Electric/Phone/Cable — ARK Electric.....(281) 507-8181

Garage Door — SDC(281) 859-9339

Plumbing — Texas Express Plumbing(713) 937-1624

WARRANTY REQUEST:

You will receive an email from Hyphen Solutions after closing, be sure to register via the link sent.

All warranty requests should be submitted using the portal on our website: [Cityside Homes Warranty](#)

If you did not receive an email within a day after closing notifying you to set up your Homeowner Portal Login from Hyphen Solutions, please send us your Name, Home Address, Phone Number and preferred email address via the "Contact Us" button on our website. ** Verbal communication with our construction or warranty departments will NOT be recognized as warranty requests.

AFTER CLOSING REMINDERS:

Samsung- Register all appliances: [Samsung Warranty website](#)

HVAC- Register your HVAC equipment on Lennox website www.lennox.com/residential/

Download these apps: Honeywell Home for HVAC & MyQ for garage door

Apply for your homestead exemption on HCAD.org with your updated Texas DL

CONGRATULATIONS ON YOUR NEW HOME!



CHOOSE THE COMPANY TEXANS TRUST

Electricity that fits your needs

Congratulations on your new home! Now that you have your keys, you might be looking for an energy plan designed for your lifestyle. We have a special offer for our neighbors that demand more electricity but don't want to pay more. Switch to the **Reliant Get More, Save More 36 plan** and join the company you can count on.

NEW HOME. NEW ELECTRICITY.

There's a lot to do when moving into a new home. That's why we want to help by checking electricity service off your to-do list.



Flexible Move-In

Request same-day electricity service if you're in a hurry or schedule it up to 60 days in advance.¹



Smart Energy Tools

Get tips and tools to help monitor and manage your electricity usage and costs.



Reliant App

Manage your account and pay your bill anywhere.



Texas-Sized Strength & Stability

Sign up with the company millions of Texans have trusted for their electricity since 2001.

Make your move with Reliant today.
1-888-890-1536 | reliant.com/mynewhome
Promo code: MD2747

reliant[®]
an NRG company

¹ Requests processed after 2 p.m. Central time will be connected the next business day. Same-day service is offered Monday through Friday, weather permitting, where an existing meter is in place. No weekend or holiday connections. Enrollment and permit requirements must be met before a request can be processed. Additional charges may apply.



720 N Post Oak Rd., Ste. 140
Houston, TX 77024
713-956-1995

Highland Commons Community Association, Inc. **Welcome Package**

Dear Neighbor:

Congratulations on the purchase of your new home and welcome to the Highland Commons Community Association!

King Property Management is responsible for managing the Homeowners Association (HOA), on behalf of the owners, and we know that you may have a few questions about your new community. This is why we created an online **Welcome Packet** that provides information about:

Deed restrictions
Water service
Lawn care services
And many other topics

Home improvements
Trash collection
Parking rules

Recycle services
After hours emergency

Please take a moment to visit www.kpmtx.com and register. Registering gives you access to community information and access to your personal HOA account information. Registration takes only a moment and step-by-step instructions are attached.

If you have questions or need anything please contact your Property Manager:

Susan Odell
Susano@kpmtx.com
713-956-1995

Again, welcome to the Highland Commons Community Association!

Sincerely,

Eddie Parise

Eddie Parise
Owner / President
King Property Management

To Register on the Website:

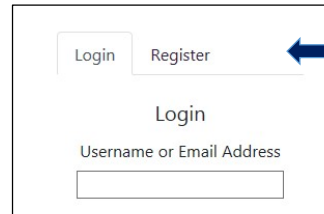
Registering on the website ensures that you are on the email distribution list for news about the community and it allows you to review deed restrictions, budgets, and other information about the community.

To access the website for King Property Management, go to www.kpmtx.com

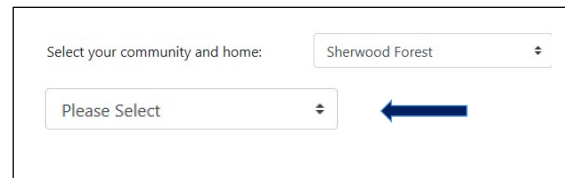
- ◆ Scroll down and click on
'Homeowner & Payment Login'



- Click on the **'Register'** tab
- Then click on the **'Register'** button



- ◆ Use the dropdown button to select your community
- ◆ Then use the dropdown button to select your address



You are almost done! – Fill in the requested information and select **Register**

Account Verification: King Property Management must verify that you are the owner of the home before your account is activated; *the confirmation process is usually completed within 2-business days.* The next time you login your account number will appear at the top of your screen.

Please call us at 713-956-1995 if you need any assistance.

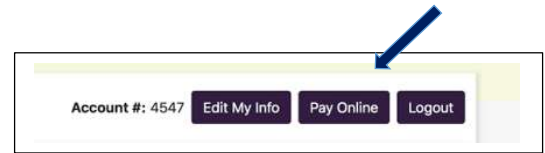
How to view your account balance and pay your HOA Fees:

How to view your account balance:

Log in to your personal account at www.kpmtx.com

Once logged on; make note of your Account Number, you will need your Account Number for the next step

- ◆ Click the **'Pay Online'** button



You are redirected to the *Tenant Web Access* page

- ◆ Click on **Sign Up**

A screenshot of the 'TENANT WEBACCESS' login page. It has fields for 'Email Address' (with 'Eddie@kpmbc.com' entered) and 'Password'. There are links for 'Forgot password?' and a 'Remember me' checkbox. A blue 'login' button is present, and a blue arrow points to a 'Sign up' link below it.

Input your *Account Number* and *Email Address*

- ◆ Click on **Sign Up**

Immediately you will receive an email from donotreply@rentmanager.com

A screenshot of the 'TENANT WEBACCESS' sign-up page. It has fields for 'Account #' and 'Email Address' (with 'someone@company.com' entered). There are 'sign up' and 'cancel' buttons. A blue arrow points to the 'sign up' button.

Use this email to finalize your registration and create your password

How to pay your HOA Fees:

Homeowners have four options for paying HOA fees:

1. Use King Property Management's website to originate an electronic payment through PayLease
 - a. From your personal bank account – Cost is \$1.95
 - b. Pay with a Credit Card – Cost is 2.75% of the transaction

Fees are paid to PayLease, not the HOA or King Property Management

2. Write a traditional check and mail it, along with the invoice, to King Property Management
3. Use your personal bank account to originate payment through your bank

Please call us at 713-956-1995 if you need further assistance.

Highland Commons Homeowners Association
Management Information

Welcome to Highland Commons!

We are glad you are here and are eager to assist you. If at any time you have questions, our team at King Property Management is here to help.

Management Company: King Property Management

Address: 720 North Post Oak Road, Suite 140, Houston, TX 77024

Office: (713) 956-1995

Fax: (713) 956-1442

Property Manager – Susan Odell

Extension: 107

Email: Susano@kpmtx.com

Assistant Property Manager – Janet Caceres

Extension: 103

Email: Janetc@kpmtx.com

Accounting Manager – Kathy Grabein

Extension: 28

Email: Kathyg@kpmtx.com

Trash Collection: Texas Pride

Collection schedule:

**Tuesday/Friday – regular trash

Recycling - Friday

** Trash cans & recycling bins will be provided. On collection days they MUST be placed outside your garage door by 7am to be picked up and taken back in the same day.



Texas Pride Disposal is your solid waste collection provider!

Service & Collection Guidelines

Follow the service collection guidelines below to ensure clean, consistent service of your waste.

★ *Service Days and Hours*

Garbage: Tuesday & Friday Recycle: Friday

Please have your waste and recycle ready for service by 7:00 am

★ *Holiday Schedule*

Texas Pride Disposal observes four holidays: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day. In the event that your service day falls on a holiday, collection will roll to the next scheduled collection day.

★ *Container Size and Weight Limits*

Texas Pride Disposal will collect waste placed in containers between 20 and 96 gallons, not exceeding 50 pounds. Waste may also be placed in bags not exceeding 50 pounds.

★ *Yard Waste*

Yard waste should be bagged or placed in cans. Branches may be placed curbside in individual piles measuring 3' x 3' x 3', or tied and bundled measuring no longer than 4' in length and weighing no more than 50 pounds.

★ *Heavy Trash and Bulk Waste*

Heavy trash and bulk waste will be collected on any collection day. Texas Pride Disposal asks that you please limit your bulk items to two per collection. Bulk items include, but are not limited to, furniture, appliances, carpet, etc.

★ *Items Excluded from Regular Collection*

Texas Pride Disposal cannot collect the following items: dirt, rocks, brick, concrete, liquids paints, fuels, oils, tires, pesticides, fertilizer, and batteries. Please contact us to discuss solutions for properly disposing of these items.

Contact Texas Pride Disposal

(281) 342-8178

Monday-Thursday: 8:00-5:00; Friday: 8:00-4:00

www.texaspridedisposal.com

service@texaspridedisposal.com



Recycling Services

We take tremendous pride in providing an exceptional recycling program for our customers.

Follow these guidelines to ensure proper collection and handling of your recyclables.

★ *Service Days and Hours*

Collection every **Friday**. Have your recyclables ready for service by 7:00 am

★ *Recycling Container*

Place all your recyclables in the bin provided by Texas Pride Disposal. Additional or overflow material may be placed in old recycling bins, bags, boxes, or containers clearly labeled RECYCLE. Additional recycling bins can be purchased from Texas Pride Disposal for \$12.00 + tax.

★ *Accepted Material*

Paper: Newspaper, junk mail, magazines, envelopes, catalogs, file folders, computer paper, construction paper, gift wrap, grocery bags, soda/beer boxes, shoe boxes, cardboard boxes, egg cartons, phone books, paper towel rolls, & wax-board containers

Plastics: Plastics #1-#7 excluding Styrofoam. Includes jugs, bottles, bags, containers, and clean kitchenware

Metals: Aluminum and tin cans (soda, juice, canned food, etc.), aluminum foil, pie trays, metal jar lids, pots and pans, & light scrap

Glass: Glass bottles (beer, wine, soda, etc.) and jars

★ *Unaccepted Items*

The following items are commonly mistaken as recyclable. Please place them in your garbage:

Styrofoam, windows, ceramics, dishes, air filters, soiled pizza boxes, used paper towels, & light bulbs

We highly encourage you to participate in our recycling program! Any questions or concerns, please feel free to give us a call or send us a message through our website.

