



ROYAL OAKS

Residential Community Owners Association, Inc.

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11000 Corporate Centre Drive, Ste. 150

Houston, TX 77041

2017 RESIDENTIAL EMPLOYEE/CONTRACTOR DECAL REQUEST FORM

All contractors/resident employees are required to have registered for and received a Royal Oaks RCOA decal for each vehicle needing access to the Royal Oaks Community. **A copy of the contractor/employee's valid government issued driver's license and proof of current active vehicle insurance is required for receiving decals and community access.** Decals are good for one (1) calendar year.

To obtain your decal(s), please **completely** fill out the 2017 Employee Decal Request Form and submit the completed form along with all required documentation to Security at the **Main Gate, Westpark Gate, or mail to the above address** with the required payment of \$30.00 per vehicle. Money orders and checks made payable to **Royal Oaks RCOA** will be the only forms of payment accepted. Please allow a week to process the decal request. Once processed the decal will be delivered to the Westpark Gate to be picked up by the employee. **After December 31, 2016, the decals will be \$35.00 per vehicle.**

The 2016 contractor decals will expire on December 31, 2016. If you have any questions, please send an email to access@pmghouston.com.

This is mandatory for all pool and landscape contractors. Any resident employees (housekeepers, nannies, and personal assistants, etc.) who you would like to have a decal will also require the decal request form for admission to the community for 2017.