



ROYAL OAKS

Residential Community Owners Association, Inc.

PREFERRED GUEST/VENDOR REQUEST FORM

All Residents can receive up to 2 free preferred guest/vendor passes annually

RESIDENT NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

GUEST NAME: _____

RELATIONSHIP/COMPANY: _____

GUEST PHONE: _____ GUEST EMAIL: _____

REQUESTED PASS TYPE PREFERRED GUEST – Barcode Issued - Valid 24 hours per day, 7 days a week.
 PREFERRED VENDOR – Barcode Issued - Valid Monday – Saturday 7am to 7pm.

VEHICLE DETAILS: LICENSE PLATE # _____ STATE _____

***** VEHICLE LICENSE PLATE MUST MATCH LICENSE PLATE DISPLAYED ON BAR-CODED PASS USED BY PREFERRED GUESTS*****

YEAR _____ MAKE _____ MODEL _____ COLOR _____

IDENTIFICATION: Attach a valid legible copy of government issued valid driver's license.

INSURANCE: Attach a copy of current, valid auto insurance for vehicle listed above.

Resident Signature

Date

I, THE PREFERRED GUEST or VENDOR, agree to comply with all rules, regulations and restrictions of Royal Oaks RCOA. I understand that failure to do so may result in the revocation of the entry pass and other remedies up to and including denied entry to the community. **THE COMMUNITY TRAFFIC RULES AND ENFORCEMENT POLICY IS STRICTLY ENFORCED. The speed limit is 20 mph. Initial speeding fines are \$25.00. Fines increase when there are multiple violations.**

I understand when inside the community gates, I must always display the issued pass or decal. For Preferred Guests using a bar-coded pass, I understand the license plate displayed on the bar-coded pass must match the license plate of the vehicle. **I understand passes or decals may not be transferred to another vehicle under any circumstances.**

Preferred Guest/Vendor Signature

Date

Submit **completed** form, and for the third and any additional forms, payment of \$35.00 per vehicle, via check, payable to, Royal Oaks RCOA. You can leave forms and payments at the Main gate or Westpark gate, or mail them to 11231 Richmond Ave., Ste. D111, Houston, TX 77082.

For Preferred Guests and Vendors, replacement bar-coded passes can be obtained from security personnel at either gate. Replacement pass voids the original pass. **Please e-mail access@pmghouston.com** if license plate or vehicle should change. License plate may be modified twice per year without a processing fee.



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RESIDENTS' PREFERRED GUEST/VENDOR ENTRY PROGRAMS

The Preferred Guest/Vendor Entry Programs allow residents to speed up the entry process of frequent guests, family, and friends into the community. "Vendors" includes contractors and general household assistance. Preferred Guests and Preferred Vendors will be **provided a bar-coded entry pass** to access the community. Once registered, your Preferred Guests/Vendors are automatically allowed access to the Community without a phone call notice from the guard or the need to provide a driver's license at the gate. **Preferred Guest Passes are valid 24 hours a day, seven days a week. Preferred Vendor Passes are valid Monday through Saturday, 7 a.m. to 7 p.m.**

For your Preferred Guests and Vendors, the bar code feature of the DwellingLIVE Visitor Management System allows passes to be scanned by either our security personnel or the unmanned scanners located at the Main Gate and Westpark Gate. **Residents can set e-mail or text alerts to notify them when their guest enters the neighborhood through the DwellingLIVE system.** Once activated, the security personnel at either gate can provide a replacement pass after identity has been confirmed. When a replacement pass is created, the bar code on the original pass will be voided.

Should you need to restrict entry to a Preferred Guest/Vendor, please contact security at 281-496-5299 to have the pass disabled.

All residents do receive two free preferred guest/vendor passes annually. Each additional pass is \$35.00 per vehicle by check or money order only. *All preferred guest/vendor passes are valid for one year, and you must renew the pass by submitting an updated form before the pass expires.* For you to take advantage of this program, your RCOA account must be current, and you cannot have any unresolved Deed Restriction violations or an overdue balance. **This includes payment of your current year assessment.**

When inside the community gates, the bar-coded passes for guests and vendors must always be displayed. **Passes may not be duplicated or transferred to another vehicle under any circumstances.** Failure to abide by these rules will result in the pass being revoked effective immediately upon discovery.

To register your Preferred Guest/Vendor complete the form found at <http://rorcoa.com/community-information> and submit it to the Royal Oaks Management Team by email at access@pmghouston.com, or by mail at the address below, with a **copy of a valid government issued driver's license, proof of current vehicle insurance and vehicle license plate** for each Preferred Guest. All information must be provided to complete your order.

For the third and additional preferred entry forms, please make your check payable to Royal Oaks RCOA. You may send checks to the address below. After we process the form, we will send an e-mail confirmation that your Preferred Guest/Vendor Pass are ready to be picked up at the main guard house or Westpark guard house.

The Association reserves the right to limit the number of Preferred Guest/Vendors passes issued per residence. If you have any questions, please email access@pmghouston.com.

**11231 Richmond Avenue, Suite D111
Houston, TX 77082**