



ROYAL OAKS

Residential Community Owners Association, Inc.

RESIDENTS' IMMEDIATE FAMILY ENTRY PROGRAM

The immediate family entry program allows residents to speed up the community entry process for family members who are not residents but who visit frequently. "Immediate Family" includes an owner's parents, siblings, spouse, and children. The Association is allowing two EZ-tag activations at \$35.00 per calendar year of the program (July 1st through June 30th) per vehicle. Any request over the two will be sent information on the preferred guest and vendor access program, which provides two passes per calendar year per residence at no cost.

For your immediate family entry, the EZ-tag access will allow them entry 24 hours a day, seven days a week and follow the hour guidelines of the residents, with no exterior gate access from 12:00 a.m. to 5:00 a.m. Access between those hours is restricted to the Main Gate.

Once the tag has been approved for activation, it is not transferable through the calendar year of the program unless you provide verification of a replacement EZ-tag due to windshield or vehicle replacement.

Should you need to restrict EZ-tag entry to an immediate family member, please contact management at 346-374-7367 to have the pass so limited.

For you to take advantage of this program, your RCOA account must be current and 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 participants must abide by the traffic regulations. Failure to abide by these rules may result in tag deactivation.

To register your family member 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 to the address below, with a copy of a valid government issued driver's license, proof of current vehicle insurance, EZ-tag information, and vehicle license plate for each participant. All information must be provided to complete your order.

Please make your check payable to Royal Oaks RCOA. You may send checks to the address below. Once processed, we will send an e-mail confirmation that the tag has been activated to allow entry via unmanaged lanes.

The Association reserves the right to limit the number of immediate family tags activated per residence. If you have any questions, please email access@pmghouston.com.

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



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PREFERRED IMMEDIATE FAMILY EZ-TAG REQUEST FORM

RESIDENT NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

FAMILY MEMBER NAME: _____ RELATIONSHIP: _____

PHONE: _____ EMAIL: _____

VEHICLE DETAILS: LICENSE PLATE # _____ STATE _____ EZ TAG# _____

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.

EZ TAG: Attach a copy of the current EZ-tag for vehicle listed above.

Resident Signature

Date

I, THE IMMEDIATE FAMILY MEMBER, 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 EZ-tag entry 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.**

Immediate Family Member Signature

Date

Submit completed form and payment of \$35.00 per vehicle, via check, payable to, Royal Oaks RCOA. You may leave the application and payment at the main gate or the Westpark gate, or mail it to 11231 Richmond Ave., Ste. D111, Houston, TX 77082. We will notify you when the EZ-tag has been activated.

Please e-mail access@pmghouston.com if the license plate or vehicle should change. A license plate may be modified twice per year without a processing fee.