



# ROYAL OAKS

## Residential Community Owners Association, Inc.

### RESIDENTS' IMMEDIATE FAMILY ENTRY PROGRAM

The Immediate Family Entry Program allows residents to streamline the entry process for family members who are frequent visitors but not residents of the community. "Immediate Family" includes an owner's parents, siblings, spouse, and children. The Association permits two LPR (License Plate Recognition) activations per vehicle, at a cost of \$35.00 each, per calendar year (July 1st – June 30th).

#### **Program Details:**

- **Access Hours:** The LPR access provides entry 24 hours a day, seven days a week, following the resident's designated access hours. However, from 12:00 a.m. to 5:00 a.m., access is restricted to the Main Gate only.
- **Non-transferable:** Once a license plate is activated, it cannot be transferred for the remainder of the program year unless a new license plate is provided.
- **Deactivation:** If you need to restrict access for an immediate family member, please contact management at 346-374-7367 to have the pass disabled.

#### **Eligibility:**

To participate in the program, your RCOA account must be current and free from unresolved Deed Restriction violations or overdue balances, including payment of your current year's assessment.

#### **Traffic Regulations:**

While inside the community, all participants must adhere to traffic regulations. Failure to do so may result in the deactivation of the LPR tag.

#### **Registration Instructions:**

To register a family member, please **complete the form** available at <http://rorcoa.com/community-information/> and submit it to the Royal Oaks Management Team via:

- Email: [access@pmghouston.com](mailto:access@pmghouston.com) or at the main gate.

#### **You must also provide:**

- A copy of a **valid** government-issued driver's license or consular license.
- Proof of current vehicle insurance.
- Vehicle license plate number for each family member.

Please make your check payable to Royal Oaks RCOA. Once your application is processed, we will send you an email confirming the activation of LPR access, allowing entry via unmanaged lanes. **Note:** 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](mailto:access@pmghouston.com)



# ROYAL OAKS

Residential Community Owners Association, Inc.

## PREFERRED IMMEDIATE FAMILY REQUEST FORM

RESIDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FAMILY MEMBER NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VEHICLE DETAILS: LICENSE PLATE # \_\_\_\_\_ STATE \_\_\_\_\_

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 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 LPR 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. Payment can be left at the main gate, Westpark gate, or mailed to 11231 Richmond Ave., Ste. D111, Houston, TX 77082. Notification will be emailed once the LPR access has been activated.

Please e-mail [access@pmghouston.com](mailto:access@pmghouston.com) if license plate or vehicle should change. License plate may be modified twice per year without a processing fee.