



King Property Management

720 N Post Oak Rd., Ste. 300
Houston, TX 77024
713-956-1995

Mill Creek Trails CA Inc. **Welcome Package**

Dear Neighbor,

Congratulations on the purchase of your new home and welcome to Mill Creek Trails!

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 letter provides contact information for your Property Management team and information about:

- How to register on our website
- How to view and pay your HOA fees
- How to request approval for external home improvements and repairs
- Trash/Recycling Collection
- Water/Utilities
- Landscaping Services

Please take a moment to visit www.kpmtx.com and register as a homeowner. Registering ensures that you will receive community notices, and it gives you access to community information and your personal HOA account information. Registration takes only a moment, and step-by-step instructions are provided below.

Contact Information:

At King Property Management, we have assigned a team to serve your community. If you have questions or need anything, please contact your Property Manager or Assistant Property Manager. Here is their contact information:

Andy Gomez

Property Manager
andyg@kpmtx.com
713-956-1995

Abigail Hoang

Assistant Property Manager
abigailh@kpmtx.com

Community Services

Each homeowner becomes a member of the Association upon purchasing their home. The Association's Board of Directors oversees community operations and each year the Board sets the amount of the HOA assessment. These funds are used to maintain the community, operate the HOA, and to provide services. The following summarizes some of the services provided by the HOA:

Water: Quadvest is responsible for the water and sewer service in your subdivision. You will pay your water bill directly to Quadvest.

Quadvest
26926 FM 2978
Magnolia, TX 77354

Quadvest Customer Service/Office: (281)356-5347

Website: www.quadvest.com

What to do if there is a water leak?

If the leak is inside your home or in your yard: contact a plumber

If the leak is inside the community in the street or a common area: contact King Property Management at (713) 956-1995.

For after-hour calls, you may call us at (346) 355-7716

Trash and Recycle Collection: Weekly trash and recycling collection are not paid through the HOA and are on the individual homeowner. Trash and recycling bins are provided by the vendor. Trash and recycling bins should be placed at the curb in front of your home no sooner than 7:00 p.m. on the night before collection and the bins should be retrieved by the homeowner by 7:00 p.m. on the day of service. All waste bins must be stored someplace **not** visible from the street during the non-service timeframes.

Vendor: Republic

<https://www.republicservices.com/>

Trash collection: Tuesday; heavy trash day is on the 3rd Monday of the month.

Recycling collection: Fridays

Holiday Schedule: If your service day falls on a holiday, collection will roll to the next scheduled collection day.

Lawn Care Services: The HOA provides lawncare services Association's common areas, which typically includes the entrance, parks, and ponds. For your personal residence:

You are solely responsible for maintenance of the lawns, trees, and shrubs. This includes fertilizations, weed control, watering, replacing unsightly or dying grass, trees, or shrubs.

Home Repairs: The HOA is responsible for maintaining common areas within the community; however, we are not allowed to work on your home. You are responsible for maintenance and repair of your personal residence. For exterior projects and improvements on your home, you must obtain the Association's approval before

beginning any work. Please go to our website at www.kpmtx.com and click “ACC Request” at the top of the page then follow the instructions on the application.

Our team is excited to serve your community, welcome to Mill Creek Trails!

Sincerely,



Eddie Parise
Owner / President
King Property Management



720 N Post Oak Rd., Suite 300
Houston, TX 77043
713-956-1995

Dear Neighbor

Our website www.kpmtx.com now has features that give you direct access to information about your community and your personal account. This brief user guide will help you access the website, register an account, and make electronic payments.

To Register on the Website as an Owner:

Registering on the website ensures that the Association has your contact information, vehicle information, and that you are on the email distribution list for news about the community.

To register with the Association as an owner, go to King Property Management's website: www.kpmtx.com

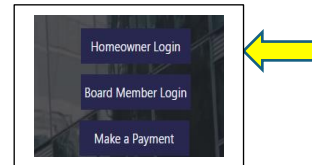
◆ Scroll to the top right corner and click on **'Homeowner Login'**

- Click on the **'Register'** tab
- Click on the **'Register'** button
- Fill in your information

Login Register

Login

Username or Email Address



After registering as an owner, you can view your account balance and make payments.

- Please allow 48 hours for your account to be validated -

How to pay your Assessments:

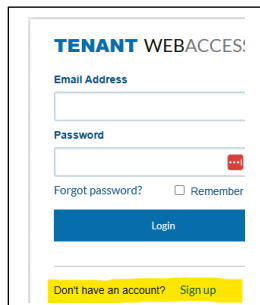
There are three options for paying your Assessment:

- 1) Mail a check to the Association at:
720 N Post Oak Road, Suite 300
Houston, TX 77024
- 2) Go to your personal bank and set up a recurring payment, or
- 3) Make an online payment through www.kpmtx.com

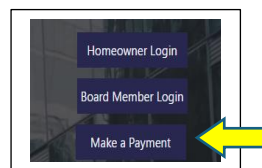
After completing the Registration above, you can sign up to make online payments at www.kpmtx.com

◆ Scroll to the top right corner and click on **‘Make a Payment’**

- Click on the **‘Sign Up’** tab
- Input your information
- Your account number is on your invoice and online



The screenshot shows the 'TENANT WEBACCESS!' registration page. It includes input fields for 'Email Address' and 'Password', a 'Forgot password?' link, a 'Remember' checkbox, and a 'Login' button. At the bottom, there is a yellow bar with the text 'Don't have an account? Sign up'.

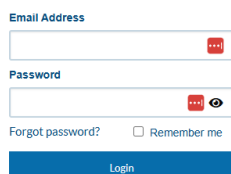


How to view your account balance and make payment:

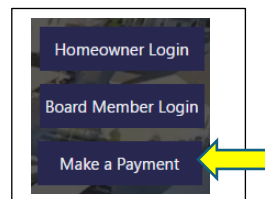
◆ Scroll to the top right corner and click on **‘Make a Payment’**

- Enter your Username and Password

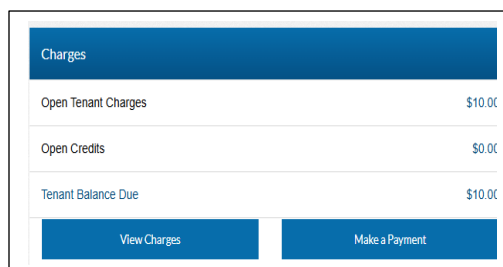
TENANT WEBACCESS



The screenshot shows the login section of the 'TENANT WEBACCESS' page. It has input fields for 'Email Address' and 'Password', a 'Forgot password?' link, a 'Remember me' checkbox, and a 'Login' button. A yellow arrow points to the 'Password' field.



Select “View Charges” or “Make a Payment



Charges	
Open Tenant Charges	\$10.00
Open Credits	\$0.00
Tenant Balance Due	\$10.00
<button>View Charges</button><button>Make a Payment</button>	

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.