

# *Clear Springs Place Homeowners Association FAQ's*

**Question:** How do I get on the schedule to use the clubhouse?

**Answer:** [Clubhouse reservation form and rules](#)

**Question:** How many guests can I have at the pool at any time?

**Answer:** 4 per household [Pool and Hot Tub Rules](#)

**Question:** What does the landscaper contract include?

**Answer:** Front yard mowing, edging, clean up, hedge trimming, pre-emergent and post emergent. He will also fix a sprinkler head if his crew breaks it. Extra services are available upon request at a special rate like backyard mowing, additional trimming, etc. Contact Customer Service with Goodwin Management Company at 855-289-6007 to order these additional services.

**Question:** Can I use the parking lots to store my car?

**Answer:** No. [Link here to parking lot rules.](#)

**Question:** Where can I park my RV or boat?

**Answer:** If you can't get it in the garage, you are restricted from parking in front for more than 72 hours.

**Question:** Is there a restriction on changing the outward appearance of my house or property?

**Answer:** Any planned alterations outside your residence that can be seen from the street or any neighbor, front or back, need to be submitted on an Architectural Control Committee Approval Request Form and approved by the Architectural Control Committee before starting the project. You can submit your request through Goodwin's Town Square, but if you are not on Town Square the Architectural Control Committee Approval Request form is posted on the ClearSpringsPlace.com website. Please download and send the completed form to:

Submit your request on Town Square or to:

**Goodwin & Company C/O Clear Springs Place  
Homeowner's Association, Inc 2425 North Central  
Expressway, suite 500, Richardson, TX 75080**

**Email:**

[\*\*dcspmanager@qoo\*\*](mailto:dcspmanager@qoo)

**dwintx.com**

**Phone:** (855)289-6007

**Fax: 469-467-1266**

**Question:** When are the homeowners association fees due?

**Answer:** The first of each month. If you need payment information please open a request on TownSquare or contact Goodwin at 855-289-6007 and they will be happy to assist you.

**Question:** What do I do if I receive a Violation Letter?

**Answer:** Violation Letters are sent when there is something out of compliance at your property. The first letter is an information only notice providing you with ample time to make the correction(s). If you have any issues or concerns please open a request on TownSquare or contact Goodwin at 855-289-6007.

**Question:** When are the board meetings held?

**Answer:** Once per quarter. See Town Square for all meeting dates and times. The February Annual meeting includes election for certain board members.

**Question:** Can we see the minutes from the **board meetings**?

**Answer:** We publish the minutes on Town Square and you are also welcome to join any of the Board meetings.

**To send your questions to the board go to Town Square and open a Request.**