

SHADOW BAY OWNER PACKAGE

Introduction

Welcome to the Shadow Bay Owner Package. This comprehensive document is designed to provide new and current owners with essential information about the Shadow Bay Community, including important contacts, community guidelines, and practical tips for making the most of your residence.



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Welcome to Shadow Bay Community

Shadow Bay Community was developed in 1979 as a weekend "fish camp" but through the years it has developed into a community that has enforced deed restrictions, is one of the affordable communities of manufactured and conventional homes on Lake Conroe. Residents enjoy the benefits of private lake access to the lake. Our website ShadowBay.org provides information about our community and the amenities and services we offer. Learn about our board members, events and how to become a member.

"Join us in preserving the charm and character of Shadow Bay."

Shadow Bay Community Center

14475 W Lee Shore

Willis, TX 77318



AMMENITIES OF SHADOW BAY

- Free boat launch for residents only, must have gate card to enter gated area.
- Picnic area located in gated area.
- Fishing from dock.
- Kids Park with playground equipment.
- Basketball court at playground area.

Owners may rent our community center for private events. Please contact IMC Property Management for more information.



Shadow Bay Community Association

The Shadow Bay community is governed by an all-volunteer elected board members. It is their job to make sure they report financial health of the community and enforcement of our community deed restrictions. The board meets once a month in the Shadow Bay Community Center. Board meetings are held on the 3rd Thursday of every month at 6pm. Meetings are open to homeowners only. As a homeowner they encourage all owners to attend all the board meetings, you are an important part in this community.

The board is committed to the service of the community to the best of their abilities, and they are here to take care of the families that they serve.



Monthly Shadow Bay Newsletters are posted on the bulletin board at the entry by the mailboxes. They are emailed to all owners in the community and posted on the Shadow Bay website @ shadowbay.org. They are posted on the Shadow Bay Facebook page.

This handbook is intended for all homeowners and should be given to all of their tenants.





SHADOW BAY IMPORTANT NUMBERS

Sherriff's Department – NON EMERGENCY Phone: 936.538.5900	EMERGENCY – Police, Fire, EMS Phone: 911
IMC Property Management Susan Rothe – Phone: 936.756.0032 Email: srothe@imcmanagement.net	Fire Department – NON EMERGENCY Phone: 936.856.1111
Conroe Recycle Center 142 Wally Wilkerson Parkway Conroe, Texas 77403 Hours of Operations: Mon – Fri 8:30am-4:30pm	Montgomery County Constables Department – NON EMERGENCY Phone: 936.539.7821
SJRA – San Jacinto River Authority Phone: 936.588.1111	Montgomery County Health Department Phone: 936.539.7839
Aqua Water Phone: 877.987.2782	Animal Control Center Phone: 936.442.7738
Optimum – Internet/Cable TV Supplier Phone: 844.790.7475	Poison Control Center Phone: 800.222.1222
Entergy Customer Service – Light Service, Street lights, Outages & Other Repair Issues Phone: 800.368.3749	Willis ISD Phone: 936.856.1200
OFS Sanitation – Garbage Service (Offers Senior Discount) Phone: 281.457.2705	





How to contact IMC Management

Susan Rothe

Phone: 936.756.0032

Email: srothe@imcmanagement.net

2109 West Davis * Suite C

Conroe, TX 77304

Hours of Operations:

Monday – Thursday 8am-5pm

Friday 8am-4pm

Closed daily for lunch 12pm-1pm

Payment drop box 24/7

Who to Call:

IMC MANAGEMENT

The Shadow Bay Community is governed by a board of elected members, but they utilize the services of a property management company to help in the daily operations of the community. IMC job is to collect monthly dues, drive arounds for inspections of violations on properties, financial bookkeeping of all funds coming into Shadow Bay or expenses going out of Shadow Bay. They are to follow the boards directions in the collections of past due funds through the legal avenues. All questions should be directed to IMC Management at the contact listed on this page.

There is a link to the IMC Portal on our website. If you are new to the community please make sure and contact them directly to turn in proof of ownership, current mailing address and email to receive access to the IMC Portal, receive gate cards to the community center and boat launch. The link on our website includes documents, methods to pay dues and other important information.

Shadow Bay Community Website

www.shadowbay.org



DEED RESTRICTED COMMUNITY – What you need to know

All homeowners should review and become familiar with the Shadow Bay Deed Restrictions. Owners should make sure all tenants leasing your property are also aware of the deed restrictions. Homeowners are legally responsible that their tenants abide by all the deed restrictions.

In addition, if you lease your home out for short-term rentals, those tenants must also abide by all of the deed restrictions. The MONTGOMERY COUNTY NOISE ORDINANCE is as follows: Noise levels may not exceed .85 decibels, there is a 10pm curfew on noise levels. This ordinance applies to all homeowners, tenants and short-term rentals. As the legal homeowner you may want to post something in your rentals to remind tenants of the rules. All parking must be on paved driveway; they should not block any traffic and there is no parking allowed on the grass. The posted speed limit is 20mph and all vehicles must come to a complete STOP at the STOP signs.

Tenants or short-term rentals should contact the legal owner of the property and not contact IMC Management.

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IMPORTANT INFORMATION FOR HOMEOWNERS/TENANTS

- All new owners must register their ownership by furnishing a copy of the deed from the closing on the newly acquired property to IMC Management. They will ask owners to fill out a Homeowners Contact Information Form. Once this is done access will be given to the owner only to the Shadowbay.org website and to the IMC Portal. The Shadow Bay site is updated as needed and provides information to all of our homeowners.
- How to make payments for the community dues: Amount due per month is \$21.75. Payments may be made for a full year if you choose. Payments are due on the 1st day of the each month. They are considered late if not received after 6 calendar days. Payments may be made by mailing a check to IMC Management or online at Shadow Bay portal located at portal.imcmanagement.net. You may also connect to the portal from the Shadow Bay web site www.shadowbay.org. If you own two or more properties, PLEASE INCLUDE ADDRESS OF THE PROPERTY YOU ARE PAYING FOR ON YOUR CHECKS AND ON LINE so that payments may be posted correctly to your account. IMC Property also offers a 24/7 drop box at the Conroe location if paying by check.
- All homeowners are allowed a gate card ON LOAN which will allow access to the boat ramp and amenities. All dues must be current on all properties that are owned by the owner. If fees become delinquent the gate card will be deactivated. Cards must be obtained by contacting IMC Management and filing out a OWNER BOARD CARD AGREEMENT. Cards MAY NOT BE SHARED OR LOANED TO ANYONE. The first card is free, the 2nd card is \$10.00, the 3rd card is \$25.00. All vehicles parked at the boat ramp must display an owner sticker or guest pass hanging from the rearview mirror. Owners will be given 2 guest passes (hang tags). Guest must be accompanied by the owner with the gate card. Owners will be given a sticker to place on inside of auto windshield on the passenger side or you may use a guest card. Application is located on the IMC Portal. Tenants must receive gate cards from their landowners not through IMC Management.





ACC – Architectural Control Committee

The ACC is a group of appointed volunteers who review request from property owners for modifications they want to make to their homes/property.

All modifications or improvements must be approved prior to starting any work on your property. This

includes moving in, building or moving out any building or structure on the property.

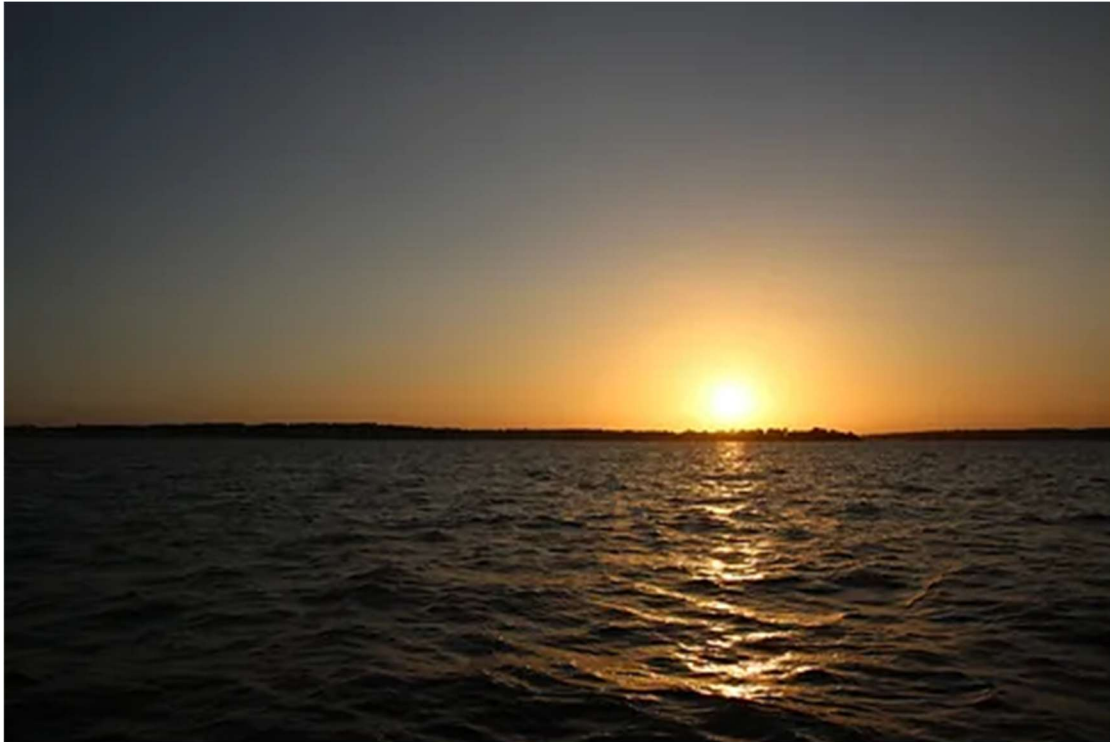
There are forms on the Shadowbay.org website that must be submitted to the committee prior to any changes on your property.



ACC Email:

accshadowbay@gmail.com





SHADOW BAY WEBSITE

www.shadowbay.org

IMC Management

Susan Rothe * Phone: 936.756.0032

Email: srothe@imcmanagement.net

