

FOREST OAKS HOA

Architectural Control Committee Guidelines

Amended and Restated Deed Restriction Guidelines and Clarifications Effective December 6, 2013

To better serve your neighborhood and assist you in enhancing the image and the property values of Forest Oaks, the Architectural Control Committee ("ACC") has drawn together some general guidelines addressing the most commonly asked questions regarding Deed Restrictions as they pertain to ACC issues. Often residents do not get a chance to read the Deed Restrictions thoroughly resulting in accidental violations that create awkward situations, which can be expensive for both the Association and the individual lot owner to rectify. Therefore, we hope you find these guidelines helpful and we encourage you to take a few moments to familiarize yourselves with them. Please send your questions and comments regarding the Deed Restrictions for Forest Oaks to RealManage 10800 Pecan Park Blvd, Suite 100, Austin, TX 78750.

All Improvements as defined in Article 1, Section 1.12 of the Forest Oaks Declaration of Covenants, Conditions and Restrictions, ("Deed Restrictions") must be approved by the Architectural Control Committee ("ACC") before construction begins.

1. **Basketball Goals:** The Architectural Control Committee, by the authority granted to it under Section 8.05 of the Amended and Restated Declaration of Covenants, Conditions and Restrictions, has adopted the guideline that permanent basketball goals will be allowed provided they meet certain standards and receive ACC approval. Permanent goals must meet the following criteria:

- The pole must be permanently mounted into the ground to the side of the driveway in a full upright position not less than 25' back from where the vertical face of the curb meets the street.
- The pole, backboard and net must be maintained in good condition at all times.
- Poles may not be installed in front of the garage or facing into the street.

Portable goals in Village section only will be allowed with a written variance granted by the ACC and the following criteria are met:

- The goal must be properly maintained and painted, with the net and backboard maintained in good repair at all times.
- The goal must be placed to the side of the driveway no more than 5 feet from the rear of the house and maintained at all times in a full upright position.
Goals may not be rolled into the street, alley, or any other public right-of-way.

2. **Storage Sheds and Outbuildings (Section 3.11):** All storage sheds, outbuildings and fences require written approval prior to commencing work:

- The *surface area* of the pad on which the outbuilding is placed should be less than or equal to eighty (80) square feet,
- The *height* of the outbuilding, including sheds, measured from the surface of the Lot to the highest portion of the outbuilding should be less than or equal to eight (8) feet for Forest Oaks and Silver Oak. Forest Oaks Village outbuildings *height* shall be less than or equal to six (6) feet.

Deed Restriction Guidelines and Clarifications - Page 2

- The outbuilding should be constructed within an area completely *enclosed by a privacy fence* six (6) feet in height for Forest Oaks and Silver Oak. Forest Oaks Village does not have a privacy fence.
- The *exterior and roofing* of the outbuilding/shed should be constructed of the same or substantially similar materials as the exterior and roof of the residence located on the Lot:
 - The siding must be of at least the same quality as that used on the home.
 - The paint must match that of the home.
 - The shingles must be either the same as on the home or wood shake shingles.
 - Storage sheds need not be constructed of brick.
 - Metal or plastic sheds (e.g. Rubbermaid or equivalent) will **not** be allowed
- The outbuilding/shed should be constructed within the property's building *setback lines* in accordance with applicable building codes of the governmental entity having jurisdiction over the Property. No building may be located nearer than five (5) feet to an interior or rear Lot line.

The Architectural Control Committee shall be entitled to determine, in its sole and absolute discretion, whether an outbuilding constructed on any Lot complies with the foregoing requirements relating to size, height, fence enclosure and construction materials.

Prior to the initiation of construction, a set of plans and specifications for the proposed improvements must be submitted to the ACC in accordance with Section 3.11 of the Deed Restrictions.

3. **Arbors/Patio Covers:** Arbors and patio covers must meet the following:

- Be of cedar or a wood that is painted to match the home.
- If there is a roof, shingles must match home.
- Lattice on the arbor will be considered.

4. **Decks:** Backyard deck additions must meet the following:

- Be of cedar, redwood or a wood that is painted to match the home.

5. **Room Additions:** Additions to the home may be considered if they meet the following:

- The garage cannot be converted into a room.
- All materials used match those of the home, including siding, brick, windows, paint color, shingles, etc.
- Sunrooms will be considered.

(Approval by the ACC does not waive a municipality's permit requirement. Please check with your contractor or with the City of Cedar Park prior to the construction of any building or addition.)

6. **Fences:** Fence construction is a function of the homebuilder; however, if you are considering an adjustment and/or repair to the fence, it will need to meet the following criteria:

- Wooden Fence material needs to be #1 grade cedar slats and shall not exceed six feet in height.
- A fence may only incorporate side and rear yards. Side fences may not extend past the front of the home.

- Fences in the village must be 4' equivalent to existing vinyl fences unless alternative material is approved by ACC

7. **Garbage Container Screening:** The Deed Restrictions state that your container must be appropriately screened from view except on trash pick-up day. There are a number of ways to accomplish this. Summarized below are four acceptable alternatives:

1. **Fence:** Placing your container behind the existing privacy fence is an easy and inexpensive alternative.
2. **Landscaping:** Some residents in the neighborhood have already created foliage screens that add greenery to their yard and inexpensively screen their garbage container. The ACC has determined that landscape screening does not require prior written approval providing it does not alter the drainage plan of the lot or cause a sight impediment to neighboring lots.
3. **Garage:** After garbage day, return the container inside your garage. This again is an inexpensive solution that does not require ACC approval or notification.
4. **Fence Enclosure:** The ACC has pre-approved structures constructed as follows:
An area surrounded by a six (6) foot high, wood privacy fence, where the area is against the side or rear wall of the residence (with no roof) and is no larger than four (4) feet deep and six (6) feet wide. The enclosure will have a gate." If you meet these specifications, you do not need to submit plans for approval to the ACC. Otherwise, you must request ACC approval.

Garbage Container/Recycling bin: May be put out no earlier than 5 pm the day before trash pick-up and must be moved to a location not visible from the street or other lots no later than 8 am the day after pick-up.

8. **Landscaping:** All significant landscaping improvements need ACC approval. Other general guidelines regarding landscape material are:

- Trees and other foliage over 2' tall need ACC approval. (except for stated previously for the purpose of screening garbage container).
- Masonry retaining walls need ACC approval.
- Ground cover is defined as a planting of low plants (such as ivy) that covers the ground in place of turf.
- Any landscaping or screening of utility boxes must be approved by the ACC before installation.

Xeriscaping Guidelines:

Proper site planning should preserve existing trees and large shrubs wherever possible, creating the basis for a landscape design that emphasizes the use of low maintenance, drought tolerant native plants. This "xeriscape" landscape should both enhance the appearance of the home and provide the homeowner with an energy efficient site.

Goals:

Combining the best of natural landscape with appropriate, carefully introduced landscape elements for the benefit of residents.

Xeriscape landscape design principles are encouraged in order to develop native and naturalized plantings, which are drought tolerant and suited to the local growing conditions. For more information on how to design landscaping with xeriscape principles and techniques, please refer to the following websites:

- <http://www.austintexas.gov/resident/gardening-and-landscaping>
- <http://aggie-horticulture.tamu.edu>
- <http://www.growgreen.org>
- <http://williamson.agrilife.org>
- <http://xeriscape.sustainable-sources.com>
- <http://www.travis-tx.tamu.edu>

Almost half of the water used during summer months is used in the yard. It is more important than ever to install landscape plant materials that use water efficiently.

Few plants are fully deer-proof, but a number of species are unpalatable enough to be left alone as long as other food is available. Keep in mind that droughts and other environmental conditions that create a serious food shortage may cause deer to lose their inhibitions and eat even the most "deer-resistant" plants.

Permitted Materials:

See the Approved Plant List for suggested plant materials and discouraged plants.

To maintain sight line corridors, shrub heights within the street R.O.W. must not exceed 30 inches in height at maturity.

Gravel is discouraged as ground cover. However, if gravel is to be used for ground cover, it must be submitted to the ACC for approval, and at least 50% of the area must remain plant material. Dry creek beds and rain gardens may be permitted, but will need to be submitted for approval. No loose rocks of any kind are allowed in the parking strip (area between the street and the sidewalk). Any ground cover approved must be maintained in good condition, free of weeds, with no landscaping fabric showing, and no debris build-up. Gravel, decomposed granite, and other rocks must be recharged as needed if they wash away. All effort should be given to prevent rock materials from washing away.

Imitation or plastic plants, including synthetic turf, are prohibited.

Proposed planting schemes for units visible from the street that do not contain any turf must be approved.

The use of railroad ties for landscape or decorative use is prohibited.

Emphasis should be given to trees, shrubs, and ground covers that have low water usage and provide seasonal interest and color. Use low growing shrubs, ground covers, and limited quantities of annuals to enhance the front of the residence, especially the entry area. Plant material that provides wildlife habitat is encouraged. Examples include perennial flowers for attracting hummingbirds and butterflies, shade trees for cover and nesting, and native trees and shrubs bearing nuts and berries for food. See Recommended Plant List.

Minimize large areas of turf and emphasize ground cover plantings to minimize water use.

Installation and Maintenance:

Goals:

Healthy, attractive, and thriving landscapes. With a little care in the plant installation and initial maintenance program of landscaped areas, the homeowner should enjoy the landscape environment for many years to come with minimal upkeep.

Owners must maintain all improvements within their residence except the improvements described in the Declaration that are being maintained by the Association.

All improvements upon a unit must be maintained in good condition and repair and in a clean and attractive condition. Any slopes and terraces must be maintained so as to prevent any erosion upon adjacent streets or adjoining property. All beds and planting schemes must be edged to keep out grasses and weeds. All beds must be weeded regularly.

Guidelines:

Trees and shrubs should be planted in accordance with normal horticultural practices. See previously referred websites for guidelines, or visit your local nursery for tips or resources. Tree installation is best performed in the fall and early winter months to ensure survivability.

Landscape irrigation should occur before 10 am or after 7 pm to avoid excessive evaporation. All city, county, and/or state water recommendations and restrictions should be followed.

Landscape areas installed with an automatic irrigation system should be scheduled to water, at most, every five (5) days between 10 pm and 5 am when water demand is lowest.

Pruning oaks of all types should be avoided between February 1 and June 1. Proper pruning, leaving the branch collar intact, is essential in allowing the tree to heal. A coat of tree-wound paint can help act as a barrier to fungal spores carried by insects. Painting old wounds is not beneficial.

For oak wilt information, contact the

- Texas Forest Service-Oak Wilt Project (512) 451-2178,
- Travis County Extension service (512) 473-9600, or
- City of Austin Oak Wilt Suppression Project (512) 476-6487
- <http://texasoakwilt.org>

Plant List:

The following list of plants is composed of selected native and adaptive plant material suitable for Central Texas. This list is made up of recommended plants for installation on the property. Plants not listed are not necessarily prohibited. Please see the Discouraged Plant List for a comprehensive list of plants currently not approved for installation. Plants are considered invasive when they are not native to our region, spread readily, and out-compete native species. If native species disappear from our community and natural habitats, local and migratory wildlife species will also be negatively impacted.

Non-invasive plants are recommended for all homes, regardless of whether they are adjacent to open spaces and greenbelts. As regional and xeriscape techniques become more mainstream, thereby increasing demand, additional plant species will become available. Therefore, this list of recommended plants will be amended from time to time.

It should be emphasized that plants suitable for one locale may not be suitable for all sites. For example, plants installed on a west-facing slope are not necessarily suitable for a low-lying, protected valley or under heavy tree cover.

Strongly Discouraged Plants and Trees		
Common Name	Scientific Name	Comments
Bamboo, Non-clumping	Bambusa spp.	Highly invasive
Castor bean	Ricinus communis	Poisonous; Invasive
Japanese Honeysuckle	Lonicera japonica	Highly invasive
King Ranch Bluestem	Andropogon ischaemum	Highly Invasive
Ligustrum	Ligustrum spp.	Highly invasive
Nandina	Nandina domestica	Extremely invasive to protected natural areas
Oleander	Nerium oleander	Extremely poisonous; Highly invasive to protected natural areas
Red Tip Photinia	Photinia glabra	Extremely poisonous to wildlife and domestic animals
Salt Cedar (Tamarisk)	Tamarix	Highly invasive
Arizona Ash	Fraxinus velutina 'Arizona'	Short-lived; High water consumption; Disease prone
Chinaberry	Melia azedarach	Highly invasive; Short life and brittle wood
Chinese Elm (Siberian Elm)	Ulmus pumila	Dutch Elm Disease; Extremely unhealthy
Chinese Tallow	Sapium sebiferum	Highly invasive; Disease and insect prone
Eastern Cottonwood	Populus deltoids	Short-lived; Disease and insect prone; Invasive
Fruitless Mulberry	Morus alba 'Fruitless'	High water consumption; Highly destructive root system; Short-lived; Disease and insect prone
Hackberry	Celtis laevigata	Highly invasive to protected natural areas; Short-lived native of South Texas
Honey Locust	Gleditsia triacanthos	Disease and insect prone
Italian Cypress	Cupressus sempervirens	Prone to diseases, insects, and freeze damage
Mimosa	Albizia julibrissin	Destructive root system; Disease and insect prone; High water consumption
Pin Oak	Quercus palustris	Disease-prone and sickly in our clay, alkaline soils; Cross-pollinate with Red

		Oaks, causing them to also be unhealthy
Poplar	Populus nigra 'Italica'	Short-lived, disease-prone
Silver Maple	Acer saccharinum	Disease-prone in our soils (chlorotic due to iron deficiency); Brittle wood; Short-lived
Sycamore	Platanus occidentalis	Disease-prone in our climate; Being wiped out by a bacteria
Tree of Heaven	Ailanthus altissima	Highly invasive

Recommended Canopy Trees

Texas Ash	Fraxinus texensis	Fall color, drought tolerant
Linden (Basswood)	Tilia spp. (T. cordata)	Summer flowers
Bigtooth Maple	Acer grandidentatum	Fall color, drought tolerant
Burr Oak	Quercus macrocarpa	Shade, long-lived
Lacey Oak	Quercus laceyi	Smaller shade tree, easy to grow
Chinquapin Oak	Quercus muhlenbergii	Drought tolerant, cannot have wet roots, faster growing oak
Pecan	Carya illinoensis	Spreads easily, easy to grow
Italian Stone Pine	Pinus pinea	Cold, heat, and drought tolerant

Recommended Ornamental Trees

Fragrant Ash	Fraxinus cuspidata	Fragrant flowers
Wafer Ash	Ptelea trifoliata	Wildlife food, easy to grow, drought tolerant
Escarpment Black Cherry	Prunus serotina 'eximia'	Flower clusters, fruits, wildlife food
Mexican Buckeye	Ungnadia speciosa	Likes limestone, alkaline soil, drought and flood tolerant, fragrant flowers
Orchid Tree	Bauhinia lunarioides (congesta)	Fragrant spring flowers, fall color
Possumhaw Holly	Ilex decidua	Fall/winter berries for wildlife
Yaupon Holly	Ilex vomitoria	Evergreen with fall/winter berries
Paperbark Maple	Acer griseum	Fall color, drought tolerant
Texas Mountain Laurel	Sophora secundiflora	Fragrant flowers, Silver-leaved variety called "Silver Peso"

Texas Persimmon	<i>Diospyros texana</i>	Decorative bark, fruiting
Mexican Plum	<i>Prunus Mexicana</i>	Showy, fragrant flowers, fall color, drought tolerant, wildlife food
Flameleaf Sumac	<i>Rhus lanceolata</i>	Fall color, drought tolerant
Rusty Blackhaw Viburnum	<i>Viburnum rufidulum</i>	Very drought tolerant, blue-black berries, white flowers, fall color, very easy to grow

Recommended Shrubs		
Flame Acanthus (Hummingbird bush)	<i>Anisacanthus wrightii</i>	Summer color, hummingbirds and butterflies
Agarita (Desert Holly)	<i>Berberis trifoliolata</i>	Evergreen, red berries, drought tolerant, easy to grow
Agave	<i>Agave spp.</i>	Needs to be raised-cannot tolerate standing water
American Beautyberry	<i>Callicarpa Americana</i>	Part shade, purple berries, wildlife food
Buttonbush	<i>Cephalanthus occidentalis</i>	Fragrant summer flower globes, attracts butterflies
Dwarf Yaupon Holly	<i>Ilex vomitoria 'Nana'</i>	Dwarf version of native evergreen, no berries
Texas Kidneywood	<i>Eysenhardtia texana</i>	Fragrant flowers, citrusy scented leaves, drought tolerant, butterflies
Texas Sage	<i>Leucophyllum frutescens</i>	Drought, heat tolerant, showy purple flowers
Fragrant Sumac (Aromatic Sumac)	<i>Rhus aromatica</i>	Drought tolerant, fragrant flowers produce red berries for birds
Thryallis (Shower of Gold)	<i>Galphimia gracilis</i>	Yellow flowers all summer
Evergreen Viburnum	<i>Viburnum odoratissimum</i> , or 'Spring Bouquet'	Fragrant white flowers, easy to grow, part shade/shade
Yucca: Red, Soft, Pale Leaf	<i>Yucca spp</i>	Several interesting varieties, all very drought tolerant, cannot tolerate standing water

Other landscaping related items are as follows:

- A. **Lawn Furniture.** Lawn furniture in good repair is allowed on front porches and may be considered otherwise by the ACC, but must be incorporated into a landscape theme if visible from other lots.
- B. **Decorations.** A birdbath is acceptable without prior written approval from the ACC. Notwithstanding exterior holiday decorations, plastic lawn decorations are not acceptable in the front yard of the lot.
- C. **Yard Maintenance.** Section 5.13 (Landscaping Requirements) requires that "Landscaping which has been installed on any Lot, including temporary landscaping, shall be properly maintained at all times." In an attempt to clarify and define proper maintenance, please use the following specifications:
- St. Augustine grass should be maintained at a height between 2 - 4 inches. Bermuda and Buffalo grass should be maintained at a height of 2 - 2 1/2 inches. Mowing heights may need to be altered to prevent scalping in the event of an uneven grade.
 - Grass will be trimmed away from sidewalks, building, planted areas and other obstacles according to the attached schedule. It is suggested that line trimmers, mechanical edgers and chemicals are employed to keep a neat, tidy appearance.
 - Trees and shrubs should be pruned to avoid blocking clear view of signs, illumination by light fixtures, the flow of air vents and air conditioner compressors, as well as pedestrian and vehicular traffic.
 - Trees overhanging the sidewalk must be pruned to maintain a clearance of 6'6" above the sidewalk.
 - Shrubs must be pruned so that they do not overhang the sidewalk.
- D. **Garden Maintenance Equipment.** Lawn mowers, edgers, wheelbarrows, etc. may not be left out in view of other lots except when in use. Bulk/bag material (mulch, topsoil, etc.) may not be left out in view for longer than thirty (30) days.
9. **Window Coverings:** The ACC, under the authority vested in it in Section 3.12, has declared the following modifications unsightly:
- Foil in any window of the home. This is not permitted at any time.
 - Non-permanent window coverings such as butcher paper, sheets, blankets, newspaper, etc. Temporary coverings may, however, be allowed for a period not to exceed 90 days following the date of closing.
10. **Motor Vehicles:** The ACC considers un-maintained vehicles or vehicles with physical deficiencies such as broken windshields, rusting bodywork or flat tires left on any portion of the Property in excess of 48 hours to be unsightly.
11. **Exterior Holiday Decorations:** Lights or decorations may be erected on the exterior of residential units in commemoration or celebration of publicly observed holidays provided that such lights or decorations do not unreasonably disturb the peaceful enjoyment of adjacent Owners. All lights and decorations must not be permanent fixtures of the home without prior written approval of the ACC and shall be removed within thirty (30) days after the holiday has ended. Christmas decorations or lights may not be displayed prior to November 15 of any year.
12. **Satellite Dishes:** Although satellite dishes are automatically approved for usage in

Forest Oaks based on current FCC guidelines, you must make a written application of the location of where the dish will be placed on the property.

- Satellite dishes, which are mounted below the fence line on the side or back of a home and not visible from the public thoroughfare(s), are considered as being in an acceptable location.
- Elsewhere on the exterior of the home, the recommended location for the dish is the rear roofline, with the dish turned such that it is not noticeable from along the public thoroughfare(s).
- Exterior attachment cable should be attached in a neat fashion, as far from the public thoroughfare as necessity allows.

The satellite dish installation guidelines listed above are the responsibility of the homeowner to enforce; it is recommended that the installer of each satellite dish is made aware of these requirements in advance of installation in order to avoid the necessity of an additional service call to relocate the dish.

13. **Roofing Materials:** All roofing materials must be approved in advance by the Architectural Control Committee; provided, however, that the following materials are specifically permitted: Gray or weathered wood or substantially similar color fiberglass composition shingles. Shingles will be at least a 20 year or better three tab style for Forest Oaks Village and at least a 30 year or better dimensional style for the rest of Forest Oaks and Silver Oaks. If you meet these specifications, you do not need to submit plans for approval to the ACC.

In addition, roofing material that is designated as impact resistant, wind resistant and energy star rated solar reflective shingles or shingles that are designed with integrated photovoltaic properties will be permitted so long as when installed, they resemble the shingles used or otherwise authorized for use on the property in the subdivision, are more durable than and are of equal or superior quality to the shingles normally installed in the neighborhood and match the aesthetics of the property surrounding the owner's property.

Examples of suitable Class 4 Impact Resistant shingles would be the same or equal to those listed on the Texas Department of Insurance website as those qualifying for homeowner's insurance premium credits or discounts.

<http://www.tdi.texas.gov/home/roofingx.html>

Photovoltaic shingles would be the same or equal to the Dow "Powerhouse" shingles available in certain markets.

<http://www.dowsolar.com/>

Wind resistant shingles are those designated by shingle manufacturers as having higher wind resistance based on their physical characteristics and specific installation techniques. Homeowners should consult their roofing installer for specific installation requirements and suitable products.

Energy Star Rated Solar Reflective shingles are the same or equal to those complying with the requirements listed on the Energy Star.gov website.

<http://www.energystar.gov/index.cfm?fuseaction=findaprodct.showProductGroup&pgwcode=RO>

<http://www.energystar.gov/ia/partners/manufres/rooffactsheetcontractor.pdf>

14. **Religious Items on Entry Doors:** One or more religious items may be affixed to an entry door of a residence, provided such items do not in total exceed 25 square inches in size and do not contain any language, symbols or other display patently offensive to a passerby of ordinary sensibilities.
15. **Rain Barrel and Rain Water Harvesting Systems:** Rain barrel and rain water harvesting systems, including all appurtenances, will be permitted if they are of a color which is consistent with the property owners' home, and are located in the rear yard or in an area of a side yard not extending beyond the front of the house, provided that if they are visible from any street, common area or adjoining property, they must:
 1. Be shielded from view;
 2. Be located in areas which are reasonably sufficient in size for the installation; and
 3. Not display any language or other material other than that which is included by the manufacturer.
16. **Solar Energy Systems:** Solar collectors will be permitted on a roof only if they are of a flat profile, conform to the slope of the roof, and are placed so that the top edge of the collector is parallel to the roof edge. No part of the installation may be visible above the roof line. Collector frames, supports brackets and any exposed piping must be painted to match or be compatible with the roofing material and the entire installation must be of a design to minimize the visual impact from adjoining properties, common areas and streets, and may only be located on rear or side roof areas unless the owner can demonstrate an alternate location will result in an estimated increase of at least 10% in annual energy production as determined by using a publicly available modeling tool provided by the National Renewable Energy Laboratory. Solar collectors and all solar related equipment mounted at ground level must be no taller than the fence line and screened from view of adjoining properties, common area and streets with appropriate landscaping. Solar collectors and all solar related equipment may not be placed in an area which would cause substantial interference with the use and enjoyment of other property by causing unreasonable discomfort or annoyance to persons or ordinary sensibilities, as determined by the Architectural Control Committee, unless owners of all potentially adversely affected properties consent to the location in writing.
17. **Flag Poles:** One permanent flagpole per residence may be permitted, provided it is no more than 20 feet in height, is constructed of high quality, non-rusting materials harmonious with the principal dwelling, is located at an approved location within the setbacks, and is used solely to display the United States, Texas or U.S. armed forces branch flags, not to exceed 3' x 5' in size, and not illuminated except as approved by the Architectural Control Committee. Any halyard noise must also be mitigated to avoid disturbing neighbors.

These guidelines are not intended to replace or supersede the Deed Restrictions and/or final written approval for the Architectural Control Committee. In all cases the ACC will have final approval, as per Section 8.5 of the Deed Restrictions and the Deed Restrictions will be the final authority.

Site plans and descriptions of proposed improvements can be submitted, along with the Approval Request Form, to the Architectural Control Committee at the following address:

Forest Oaks Owners Association Architectural Control Committee
c/o RealManage
10800 Pecan Park Blvd., Suite 100
Austin, Texas 78750
Phone: 866-473-2573 Fax: 866-919-5696
Email: service@ciramail.com