

# Homeowners/Residents and Prospective Buyers

University Green Town Home Owners Association, Inc. (UGTHOA) ...a self managed HOA

## UGTHOA, Inc. Abbreviated Governing Documents/Guidelines Overview

### Quick Reference

UGTHOA is an attached home community. Residents are required to abide by the association Laws and Covenants and we ask that everyone be considerate of your neighbors... at all times.

*It is of great importance that the guidelines By-Laws, DCCR/Covenants, and ACC Guidelines be read, understood and observed while living in UGTHOA. Complete documents are posted at [UGTHOA.ORG](http://UGTHOA.ORG)*

**Any planned modification to the exterior of your home** must be submitted to the architectural committee on a request form for review prior to work being performed. This includes installation of windows, decks/patio covers, patios, front doors, garage doors and *more*. The form is available on the website or at the office. Refer to ACC Guideline Document for options on fixtures and exterior changes/improvements to your property

#### Any exterior modification needs an ACC review before changes are made.

- **Satellite dishes are not allowed on the roofs**, under the Architectural Committee Rules. **Mount only on eaves and rake eaves in a location that is not seen from the front of the unit.** If mounting is done on the home/garage roof, it will **void the warranty on the units roof**; the homeowners will then be responsible for future repairs. It is the owner's responsibility to oversee the proper installation of the satellite dish. Notify the office before any dish installation is done. Call 281-984-8217
- **An annual association insurance is billed separately in March for exterior rebuild/catastrophic coverage**, in addition to, the monthly assessment for common area maintenance fees. *(Cost in the past 3 years has ranged from \$800-\$1000 for each homeowner, annually).* **This is in addition to monthly assessments.**
- **Annual Group Property Insurance** is for catastrophic coverage. Covers Exterior insurance "Studs out" **Responsibility of homeowner: "Studs in" - sheetrock, all interior contents, personal property and Flood Insurance.**
- **Sewer/ Water , Electrical line repair/maintenance and extermination services** to each property is the responsibility of the Homeowner. The association has a structural Termite warranty in place ongoing..
- **Windows, doors (including frames), fences, skylights and atriums** are maintained by the Homeowner. **ACC review required for exterior replacement/changes.**
- **Window Air Conditioner** units are not allowed.
- **Window coverings must conform to a neutral style**, no pictures, flags or signs or foil should be placed in the windows or be seen from any exterior windows of the home, in the front or back.
- **Parking /Pets-** Guest spaces are to be used for **temporary parking only**, owners vehicles should be parked in garages or on driveway pads. *Notify the office for visitor parking longer than 5 days .Do not park in the back access road or block others driveways. Please do not park on the grass. **Pets must be on a leash** when in common areas. **Pick up pet droppings.** Think about others! A pet bag dispenser is provided near the pool parking lot.*

**Trash pickup** is Saturday and Wednesday. Use trash room closet for trash bag holding area (do not set trash outside by the driveway until late evening prior to pick up). Heavy pick up on Saturdays (Lg. items under 50 lbs.) Landscape cuttings must be bundled in a maximum of 4 foot lengths. **Pool keys** are available at the office call for cost. **Postal keys & box #'s** are obtained from El Camino Street Post Office.

**The Office is located at 16574 Space Center Blvd.** - Corner of Broadlawn and Space Center Blvd. Please enter through gate on Broadlawn to Patio entrance door. **Do not mail payments to this address.**

#### **Submit payments to: UGTHOA, Inc., P.O. Box 580521, Houston, TX 77258**

A locked drop box at the office backdoor is also available 24 /7. Payment due date is the first of the month; late fees are charged if received after the 30<sup>th</sup> of the month. Office Hours: 9 am-4 pm, Monday - Friday excluding Holidays, other hours by appointment. *Inclément weather may affect normal operating hours.* Phone 281-984-8217

**Thanks for following these guidelines to help our association maintain its appearance and property values within our 242 unit townhome community.**