

VICTORIAN VILLAGE TOWNHOUSE CORPORATION
MEETING OF THE BOARD OF DIRECTORS
June 28, 2022

**RESOLUTION ADOPTING RULES & REGULATIONS FOR OWNERS AND
RESIDENTS, ASSESSMENT COLLECTION POLICY, AND RULE VIOLATION
NOTIFICATIONS & FINE POLICY**

The undersigned, being a duly authorized representative of Victorian Village Townhouse Corporation (the "Association"), a Texas Non-Profit Corporation, pursuant to Chapter 22 of the Texas Business Organizations Code, adopt the following resolution at a duly called Board meeting:

WHEREAS, the Association is responsible for the governance and maintenance of Victorian Village as described in the Declaration of Covenants, Conditions and Restrictions for Victorian Village Townhouse Corporation filed May 29, 1967 under Film Code No. 073-39-1322 and County Clerk's File No. C507184 and Amended Declaration of Covenants, Conditions and Restrictions for Victorian Village Townhouse Corporation filed December 15, 2009 under County Clerk's File No. 20090566130 in the Official Public Records of Real Property of Harris County, Texas, and all amendments thereto (hereinafter collectively the "Declaration"); and

WHEREAS, Article VIII, Section 1 of the Bylaws, provides that the Association shall have the powers to adopt and publish rules and regulations governing the use of the Common Areas and facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for infraction thereof; and

WHEREAS, property values in the Association are affected by the appearance of the Subdivision, specifically the appearance of violations therein; and

WHEREAS, for the benefit and protection of the Association, the Owners and the residents, the Board deems it necessary to adopt the following rules and policies attached hereto as Exhibits A – C and incorporated herein for all purposes.

NOW THEREFORE, BE IT RESOLVED, that in consideration of the above factors and others, the Association, acting through the Board of Directors, hereby resolves to adopt and publish the following rules and policies:

Exhibit A: Rules & Regulations for Owners and Residents 2022

Exhibit B: Assessment Collection Policy Revised 2022

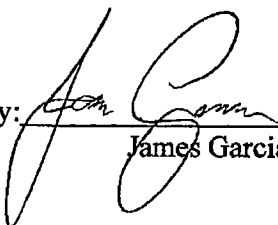
Exhibit C: Rule Violation Notifications & Fine Policy

CERTIFICATION

I, the undersigned, being the President of Victorian Village Townhouse Corporation, hereby certify that the foregoing rules and policies were adopted by at least a majority of the Victorian Village Townhouse Corporation Board of Directors.

ADOPTED the 28th day of June, 2022, by a majority of the Board of Directors of the Association.

VICTORIAN VILLAGE TOWNHOUSE
CORPORATION

By: 
James Garcia, President

THE STATE OF TEXAS

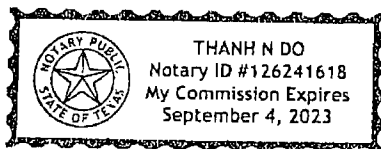
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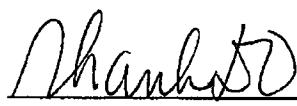
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ACKNOWLEDGMENT

Before me, the undersigned authority, on this day personally appeared James A. Garcia, President of Victorian Village Townhouse Corporation, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 28 day of June 2022.




Notary Public in and for the State of Texas

RECORDED BY:

BSG | SEARS
BENNETT
& GERDES, LLP
6548 GREATWOOD PKWY.
SUGAR LAND, TX 77479

Welcome to *Victorian Village One*



Getting the most from your community

Rules and Regulations for Owners and Residents

Find everything you need online at

VV1Web.com

New Resident Checklist

Find these forms at the back of this document

- ☐ **Parking Permit Application** *Get your vehicle permit promptly*
- ☐ **Pool Key Application** *1 key per household*
- ☐ **Information Update Form** *Register your email address with us*
- ☐ **Auto Bank Draft Form** *Never miss a monthly HOA payment*
- ☐ **ACC Application** *For planned exterior modification requests*

Victorian Village Townhouse Corporation
is managed by Genesis Community Management, Inc.



Victorian Village Townhouse Corporation

Rules & Regulations for Owners and Residents 2022

Welcome

Owners, residents and renters, welcome to the Victorian Village (VV1)! You are part of a community of caring people, working together. Your Homeowners Association (HOA) is assigned the tasks of providing maintenance, architectural preservation and architectural control of property, and to promote the health, safety and welfare of the residents within. With your help and cooperation, we can maintain a higher level of quality living and protect property values for everyone. We are pleased to share this guide with everyone and encourage all to enjoy and protect our quality of life. Your HOA and its property management company encourage everyone to inquire whenever you have a question or concern. Thank you and welcome to Victorian Village.

Short term leases are prohibited. Under Texas Property Code 204.010, and in accordance with Victorian Village Townhouse Corporation, Declaration, Article 10 Section 5 which prohibits businesses of any kind: short-term rentals below the term of six (6) months are strictly prohibited. This includes Airbnb, Vrbo and all similar type short term arrangements. The noise, trash, uncontrolled parking and security issues that come with short-term leases are considered detrimental to the health, safety and welfare of residents, which this Board is assigned to protect under the Articles of Incorporation Article IV Purposes and Powers. Any Owner accepting any exchange of money, on or off property, for access to the premises for less than six (6) months is considered in violation of these rules and may face fines which may also include legal action.

Regarding **longer term rentals**; landlords must provide a copy of each Lease Agreement to the Property Manager and include tenants' and occupants' contact information, including phone number and email address. In addition, an emergency contact should be provided for each townhome. All personal information is kept secure and is not shared. (See Residency Update Form). Owners are responsible for their tenants and occupants.

Renters: Understand that you are joining a neighborhood of residents and homeowners who take pride in the peace, quiet and green space of the VV1 community, as well as the appearance and value of our homes and property. We work diligently to keep VV1 a much better experience than renting in an average apartment complex. Your help in this is valued.

Priority of Rights and Responsibilities

This Guidebook is designed to help Owners understand their rights and responsibilities as members of Victorian Village Townhouse Corporation. These rights and responsibilities come from four sources, listed in order of priority in case of conflict between sources:

1. Covenants, Conditions and Restrictions (CC&R's).
2. Articles of Incorporation and By-Laws.
3. Rules and Resolutions by Members (at annual meetings).
4. Rules and Resolutions by the Board of Directors. *Including this document.*

Communication

Day-to-day operation and payments are managed by our contracted property management company:

Genesis Community Management, Inc. 9700 Richmond Ste 160, Houston, TX 77042

Phone **713-953-0808** Fax (713) 952-3972 Rosalyn Novigrod, Property Manager <http://www.genesiscommunity.com/info>

Victorian Village Townhouse Corporation's Homeowner Association (HOA) is a nine-member volunteer Board of Directors (BOD) that meets on the fourth (4th) Tuesday of each month (except for December) at the Clubhouse (by the pool) beginning at 7 PM. The HOA manages finances and oversees decisions as they pertain to the management, preservation and improvements to the property. Meetings are open to all Owners. A forum is opened for a few minutes at the end of each public meeting for those who have questions, concerns or comments. The meeting in April includes the Annual Meeting, when three (3) of the nine (9) Director seats come up for election and new officers are named. Owners interested in serving on the BOD are welcome to get involved.

VV1Web.com Connect to us via our web site. Your HOA's website contains all the governing documents related to the property, including bylaws, deed restrictions, rules, regulations, etc. If the information you may require isn't in this document, you can find it on www.vv1web.com.

VV1Web.com/contact-us provides useful information and links for online communication and 24/7 email messaging to: [Genesis Community Management](#) | [Genesis Billing Department](#) | [HOA President](#). You will also find access to Parking Permit, Pool Key and Fix-It! request forms.

The Village Voice is the official newsletter of VV1. If you have registered your email address (see Contact-Us link), then you should receive "The Voice" via email each month that it is published. The Voice delivers useful information including contact information for community events, HOA activities, contact information for current Board members and tips for residents.

Victorian Village Townhouse Corporation
Rules & Regulations for Owners and Residents 2022

Residency Update Form *Get and stay connected*

For safety, security and emergency purposes, Owners are required to keep the Property Manager informed of all persons currently residing at your home. The HOA and Genesis will occasionally send out important notifications via email which may include notices of meetings, utility interruptions, storm preparations, etc. Owners should provide a current email address for such notices.

Security

The HOA contracts for private security patrol in both marked and unmarked vehicles. Contact information for this security detail is provided in The Village Voice. **In any emergency, call 911.** Help our patrols by keeping your porch, patio and carport lights on throughout the night. Do not leave anything of value in your vehicle and arrange for all package deliveries to be left on your back patio rather than at your front door.

Your Monthly HOA Assessment

Invoicing of monthly HOA assessments and collection of payments is managed by Genesis. Payment is due the first of each month. Your invoice includes a Maintenance Fee, Community Service Fee, amortized share of Common Area Hazard Insurance and watersubmeter billing based on the actual usage for your unit. For more information, see the **VV1 Assessment Collection Policy** at the end of this document. Monthly payments can be made via:

- www.genesiscommunity.com,
- Automatic bank draft or credit card charge (find the application form at the back of this document); or
- Check, cashier's check or money order mailed to Genesis or to the bank address they provide. Be sure to include the account number(s) and payment coupon(s) and ensure that the homeowner's last name and property address are written on the check. The current direct bank mailing address for payment is available from the property management office.

Parking

Parking space is limited, as each townhome has two (2) exclusive covered parking spaces. Permits are required for each vehicle and available at no charge. Vehicles must be operational, insured and fully registered to qualify. Please apply for permit(s) as soon as you move in and whenever you change vehicles. If your household has a third vehicle, it may park in a resident/guest parking space but may not dominate the same space overnight for more than three (3) consecutive days (72 Hours). Copies of the Parking Rules, a map and the permit application are included in this document. Permit applications can also be submitted via VV1Web.com/contact-us. There are strict fines and towing/storage consequences for parking violators. Please review the parking rules before you apply for your permit(s).

Pets

With the exception of fish, each household is limited to two (2) pets at any given time.

- Dogs, cats, birds, and fish are the only animals allowed. Livestock and farm animals (for example, ducks and chickens), snakes or other exotic animals are prohibited.
- Dogs must be no more than (or expected to grow to) no more than fifty (50) pounds and 18" tall at the shoulder.
- All dogs and cats must display current rabies and license tags.
- No pets are allowed within the fenced areas of the swimming pool or playground.
- All dogs and cats outside the confines of the unit/patio must be on a leash, under control and attended by an individual who is able to control the pet.
- For sanitary and aesthetic reasons, an animal's owner must immediately pick up all animal waste deposited on the common area and dispose of it properly. There are pet waste stations available throughout the property.
- Pet waste on patios must be immediately removed by the resident, not left overnight, and must not be washed into the driveway or storm drains.
- Residents are responsible for pets belonging to their guests.
- No pet shall be allowed to remain at VV1 that is determined by the Board of Directors to be a threat, menace, nuisance, annoyance or hindrance to other residents.
- If your pet walk extends to 2nd VV across Triway, be courteous and follow these same guidelines during your visit.

Fines for Pet Owners If a pet is not kept on a leash while in common areas, or the Owner, resident or guest does not promptly clean up after a pet who "does its business" on common area, the following actions may be taken:

- First Violation: A warning letter will be sent.
- Second Violation: A \$50.00 fine will be imposed.
- Third Violation and all subsequent violations: A \$100.00 fine will be imposed.

Victorian Village Townhouse Corporation
Rules & Regulations for Owners and Residents 2022

Maintenance

VV1 maintains a small maintenance staff for upkeep of the property. If you have an exterior repair issue and need maintenance work, you may submit a work order through the **Fix-It! Form** located at VV1Web.com/contact-us. Submission of the form is preferred and will ensure that our staff receive your request. However, you may also call or email Genesis directly. We ask for your patience, as our small staff has a large property to maintain; we do our best to address needs on a priority basis. Our crews cannot loan tools or make repairs inside your unit.

Services & Utilities

All utility services inside your home are the responsibility of the homeowner. Learn where the shutoffs are to your utilities.

Water The water meter and main shut-off valve for each home is typically located under the mailbox, just outside the front door. Residents are encouraged to wrap insulating material around exposed exterior pipes in front and on the patio in cold weather.

Drains and Plumbing Any stoppage in the sewer lines outside the home is the responsibility of VV1. Plumbing problems with water supply lines or drains occurring within the house are the homeowner's responsibility. Homeowners should contact their own plumber for service. Grease, eggshells, coffee grounds, bones, celery and hair all contribute to a congealed mass in pipes that causes sewer stoppage. This generally occurs in the line within your house, and charges for a plumber to unstop the line will be your responsibility. It is suggested that the items list above be properly bagged and placed in your solid waste (trash) instead of down the drains.

Electricity Your electricity meter is located at the end of your building and is read remotely. Electricity is supplied to your home by a division of CenterPoint Energy. CenterPoint delivers the power to all electric providers; however, you may shop providers for the best rates. One place to shop is with the Texas Public Utility Commission's site: **PowerToChoose.org**. *(Use the PUC link. There are many "imposter" marketing sites with similar names).*

Gas Natural gas service is available in every VV1 townhome, and your home may use natural gas for its heater, water heater, oven, stove and/or clothes dryer. CenterPoint Energy is the provider and the gas meter is located on your back patio. Your meter is read monthly, provided CenterPoint personnel can gain access to your patio. If they cannot, you will be billed an estimated rate until such time the meter can be read. **If you smell gas (a rotten egg odor) inside or outside, immediately abandon any equipment being used in or near the area. Do NOT attempt to make repairs yourself. CenterPoint Energy checks suspected natural gas leaks at no cost to you. Follow these steps for safety:**

1. **Leave immediately on foot!** Do not use electric switches, phones (including cell phones) or anything that could cause a spark.
2. **Go directly to a safe location and call both CenterPoint Energy and 911.** Don't assume someone else has reported the issue. Do not use e-mail or the Internet to contact the company about a leak, and
3. **Alert your neighbors.** Warn others to stay away from the leak.

Internet | Cable TV Our property is wired for service with both Comcast/Xfinity and AT&T. In the case of AT&T, fiber is already wired into each unit. Comcast has cable boxes at each building, as well. You are free to choose which provider you wish to contract with. Exterior cabling and wiring must comply with specific standards. Traditional coaxial cable for "Cable" TV is not prewired into Victorian Village townhomes; however a previous owner may have had such an installation. Should you require a new installation, there are some rules about cable on the exterior of your building:

- Installers must bury any cable connections installed on the ground.
- All wires or cable on the exterior surface of your townhouse must be installed inside a conduit.
- Rules for proper satellite dish installations are covered online at **ACC (Architectural Control Committee)**.

Storm Drain Protection Our storm drains work to keep the property clear of excess rainwater. A single clogged drain could result in many vehicles and/or homes being flooded in a severe weather event. Keep all drains on our property free of pollutants and debris. They may not be used to discard paint, auto fluids, volatile, flammable, hazardous or toxic liquids, concrete, pet waste, or any other debris. The Owner of any unit associated with such discharge and/or dumping will garner an immediate fine, to be determined by the HOA Board or its management team, as well as the cost to clear that drain. In addition, such illegal discharge and/or dumping is a violation of City of Houston Code of Ordinances Section 47-188 and punishable by City fines of up to \$2,000 per incident. Advise your renters and residents and ensure that contractors are made aware of this before doing work on your property.

Victorian Village Townhouse Corporation
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Trash & Trash Bins Your trash bin area is located outside, alongside your shed and carport:

- Trash collection is normally on Tuesdays and Fridays.
- Each resident is expected to keep their trash bin and carport areas neat and clean. If the bin area becomes cluttered with leaves or errant garbage, it becomes a nesting / feeding ground for rodents, insects and other 'critters'. Unmanaged trash bin areas will result in enforcement measures and possible fines levied against both Owners who share the bin.
- Each townhome is expected to furnish two (2) large containers with attached lids, as loose lids can get lost.
- Our contractor requires that all trash be bagged and securely sealed. No loose trash will be picked up.
- We do not have a recycling program but you can find recycle resources in the community.

Please work with your neighbors to keep the common area free of trash and debris. Trash in common areas is picked up by employees but everyone can help. Please don't litter.

Heavy Trash

- A single large item may be placed for pickup on any regular trash day. Place it near the front of your carport area. Do not block regular trash pickup.
- All discarded patio tree limbs must be trimmed to 4' lengths and bundled (securely tied) for trash pick-up.
- If you are remodeling, you and/or your contractor are responsible for disposal of remodeling trash off site.
- Refrigerators may not be put out for large item pickup, as the door creates a safety hazard and, by law, refrigerant must be properly removed. Consider a removal company such as <https://www.therefrigerator.com>
- Computer electronics can be disposed of locally at <http://www.houstoncomputerrecycling.com> on Brittmore, or Compucycle <https://compucycle.com> on Kempwood. VVTC HOA does not endorse any private company that offers such services.

Common Area Care & Use

Pool & Monitors In summer months, we employ pool monitors to oversee pool operations. We ask that you sign in when a monitor is present and follow any instructions the monitor may give. For example, if there is thunder in the area, the pool must be empty for thirty (30) minutes following the last occurrence, and the monitor will ask you to get out of the water. Please note that pool monitors are not lifeguards; rather, they are present to keep the pool area nice, safe and enjoyable for all. After reading and agreeing to the **Pool Rules** document (located at VV1Web.com/contact-us and within this document), you can apply for a pool key. Keys must be picked up in person at the Genesis office, by the Owner and with proper identification and signed paper application. One (1) key is allotted to each household. If you are renting, complete the application and contact your property owner to obtain a key.

Playground The children's playground is available for use by residents and their families from sunrise to sunset. Children under six (6) must always be accompanied by an adult. No pets. No alcohol. No glass containers. No profanity.

Clubhouse Rental The second floor of our clubhouse, which includes a kitchen and dance floor, is available to rent for small events. This is great space for birthdays, showers, family events, etc. but our bylaws prohibit its use for political, religious, business, and commercial purposes. Rental is limited to residents at a rate of \$100 per day with a \$200 deposit. Please note that there is no elevator; this venue is not handicap accessible. See pictures, learn more, and schedule a tour via the [Contact-Us](#) page on our website.

Recreation & Children Several generations have grown up in the relatively safe confines of Victorian Village. Parents or guardians are responsible for the safety, behavior and discipline of their children.

- **Bicycles, skateboards, scooters and toys** should not be left in walkways, carports or common areas unattended, nor are they to be left on sidewalks, lawns, in front of doorways or porches, or on the private streets overnight. They may be operated on sidewalks, respecting that pedestrians have the right of way. Bicycles are not to be ridden on the sidewalks surrounding the Clubhouse and Pool perimeter. Riders approaching these areas must dismount and walk the bicycles through the prescribed area.
- **Sidewalk chalk** is fun and creative! It should be done on your own patio or washed off of shared walkways and common areas once playtime is over.
- **Ball games**, due to safety, noise and courtesy, should not be played in the driveways, common areas or carport areas. Organized football, kickball/soccer scrimmages and ball games using bats are prohibited, but playing catch is permitted. The adjacent school grounds are available for football and baseball games. A maximum of ten (10) players will be allowed on the **Basketball Court**. For every 1-5 players, one (1) player must be a resident. Noise can be a problem for nearby residents, so the lights turn off at 9:30 P.M., which is the official closing time. Players on court after 9:30 will be considered trespassing.

Victorian Village Townhouse Corporation
Rules & Regulations for Owners and Residents 2022

In and Around Your Home

Patio and Carports belong to the HOA. Owners do not pay taxes on these spaces. The patio and carport areas are considered Common Areas with exclusive use privileges. You are free to garden or decorate inside your patio space, provided you do not block or limit the HOA from its ability to maintain, repair or replace the fences, gate, shed or shed doors. No permanent concrete may be poured within twelve inches (12") of these structures or the foundation of the home. The cost to remove poured concrete that impairs HOA or contractor maintenance work will be billed back to the Owner. Removable paver stones are suggested and permitted. The Owner is responsible for patio maintenance but may not paint the shed, fences, shed door or carport areas without permission from the HOA.

- Your carport area is only for parking cars and may not be used for storage.
- The shed roofs and carport roofs may not be used for any form of storage.
- Lumber or wood should not be stored on your patio or near the foundation of the building. This helps reduce pests.

Yard / Carport Sales Individual carport sales are permitted once per year per townhome. Residents may also choose to participate in our annual village-wide carport sale, in those years that such an event is scheduled. Carport sale signs may be limited by the Board and must be removed by the end of the sale day.

Patio Gardening, Trees and Plants We welcome patio gardening, but please note that Owners and Residents are responsible for trimming any patio trees or plants that may grow over fencing, close to the buildings or encroach on adjacent properties.

- No vines are permitted on the fences, carports or buildings.
- Although not a part of the original landscaping, many patios now have trees. Trees and bushes must be trimmed at least 24" off the roof, away from buildings and above fences and carports. Discarded patio tree limbs must be trimmed to 4' lengths and bundled (securely tied) for trash pick-up. Place bundle(s) near the front of your carport area. Do not block regular trash pickup. If you have fruit-bearing trees on your patio, branches should not extend beyond the fence line. The Owner is responsible for removing any fruit dropped from patio trees onto the common areas.
- The HOA periodically surveys the property. If trimming concerns are not resolved after receiving a written notice to comply, the HOA reserves the right to trim the tree and bill the homeowner along with any non-compliance fines that may be assessed.

Grilling, Outdoor Cooking & Fire Safety Absolutely do not grill in your patio or on your balcony where there is a greater risk of fire. City ordinance and community rules specify no open flames, grilling or cooking within ten feet (10') of ANY structure. Please only grill on the pavement behind your own unit and at least ten feet (10') away from storage sheds and fencing. Keep your garden hose on and nearby in case of fire. Smokers, please be mindful and do not flick cigarette butts on the grounds. It is considered littering and may start a fire.

Gates, Fences, Storage Shed and Storage Shed Doors Responsibility for maintenance of these items belongs to the HOA. Do not paint fences or sheds without permission from the HOA. Problems with fences, carport covers and storage sheds should be reported promptly to our management company. Any settling of patio slabs that impede storage shed door access is the responsibility of the homeowner. Security locks on gates are not a part of the original construction and the responsibility for such locks lies on the homeowner. Be advised that locking your patio may prevent utility companies from reading your gas meter. Since the HOA does exterior pest control and gutter cleaning, it also requires access to the patio area. Residents are asked to provide access on service days. Failure to comply may require VV1 to damage or remove the lock for said access, and costs to repair or replace the lock lies solely upon the homeowner.

Patio Lighting (front and back) & Carport Lighting The lighting fixtures attached to your building (front door and back), exterior shed and carport area are the responsibility of VV1. This does not include Owner-added security lighting fixtures. Porch light fixtures may not be replaced unless the new fixture is approved by the BOD or it's Architectural Control Committee (ACC), as specific fixtures were chosen that keep with look and feel desired for Victorian Village's appearance. This same is true for the exterior mailboxes. The homeowner is responsible for supplying and maintaining the lightbulbs. You may use the fixture(s) for (UL Approved) holiday lighting. However, any damage to the fixtures that will need to be repaired by VV1 may be billed back to the homeowner. We also encourage you to keep the front and rear lights on overnight to deter crime and create a safer environment. Lower cost LED lights and automatic timers and/or "Smart" controls can be installed to maintain low costs and always give your property a "lived in" look and an extra measure of safety.

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Security Lighting Additional lighting for safety and security permitted and encouraged. Additional motion detector lighting may be added to front, back or parking areas, provided the field of light is not disruptive to neighboring properties. Any other patio or exterior lighting should be UL-approved and be certified for exterior use. Owners are responsible for maintenance of any additional fixtures.

Foundation Policy Townhouse foundations at VV1 are the responsibility of the homeowner. In coastal communities such as ours, foundation settling is a given. The VV1 HOA insurance company does not provide coverage for foundation repair that may be needed as a result of the foundation shifting or being slowly damaged over time. Insurance companies see this as a maintenance issue and something that is guaranteed to happen over time. There is not an option to add community-wide coverage for underground damage. However, some individual homeowner's policies may provide or require such coverage.

Patio Umbrellas & Covers Patio umbrellas are permitted, provided they are not taller than the carport roof. Any other type of patio "cover" must comply with VV1 patio cover specifications. Specifications for permanent patio covers can be found online at <https://www.vv1web.com/acc>. A proper architectural request should be made to seek approval to erect or modify any permanent patio cover.

Pest Control Pest control inside and around your home is your responsibility, as is the responsibility to ensure that food and water are not readily available to pests.

- To reduce mosquito-borne diseases, residents should ensure there are no buckets, bowls, tires or containers that can collect standing water, which may become a breeding ground for mosquitos.
- Maintaining clean trash bin areas, clean trash containers with attached lids, and securely sealing all bagged trash are key elements to pest prevention.
- VV1 contracts with a pest control company for treatment of the common areas, including the placement of rodent bait traps in the carport areas near the trash bins. **Do not touch or remove these traps, as they are toxic.**
- Animals in the attic can gnaw through electric wiring, doing untold damage and quickly create fire hazards. VV1 works to ensure that all attic venting is properly screened, so please alert our property management as soon as possible of any places where access to attic space may be compromised. Our crew can make exterior repairs where necessary and provide traps to help catch critters already in the attic space.
- Ants often surface after rain. We treat reported mounds as needed. However, this cannot be done effectively in wet weather.

Landscaping The landscaping in front of and alongside your home is the responsibility of the HOA. These areas are managed by the HOA and its contractors. Planting in these areas requires a specific written agreement from the HOA and may be limited to certain allowable plants, mulch types and borders. Care and maintenance of any HOA-permitted plantings or landscaping area then becomes the responsibility of the homeowner. Failure to maintain Owner-made modifications can result in fines and/or removal of the modifications which will be billed back to the property owner.

Windows and Coverings

- Replacement window frames requires Architectural Control approval prior to ordering or installing.
- Windows and patio doors are not included in VV1's insurance coverage, although glass coverage may be covered on your individual homeowner or renter's policy. When broken, these items should be replaced by the person responsible for the breakage.
- Windows visible to the public must be covered with draperies, shades, or blinds of a neutral color and conservative appearance. Wood-tone blinds are also acceptable. All such coverings must be maintained in good condition.
- Windows with their coverings pulled aside or raised must be kept free of unsightly objects.
- Front door windows above eye level and opaque decorative glass windows (those with no visibility) generally need not be covered.
- Window film, aluminum foil, paper products, bed sheets, or other unconventional coverings are not permitted as window treatments.
- The HOA will determine the appropriateness of all window treatments in the interest of assuring that the property remains visually appealing to residents and visitors and that property values are maintained.
- Seasonal decorations of windows are permitted but must be removed within ten (10) days after the respective holiday.
- Upon moving into your unit, if there are missing window screens on any windows of your property, please promptly notify Genesis. VV1 will replace the missing screens but subsequent damage and/or replacements may be billed back to the homeowner.

For Sale and For Lease Signs 'For Sale' and 'For Lease' signs may be no more than five square feet (5 SF) in size and only one (1) per unit is permitted. Yard signs are not allowed. All signage must be conventional and inoffensive in appearance, as determined by the BOD.

Victorian Village Townhouse Corporation
Rules & Regulations for Owners and Residents 2022

Holiday Decorations

- Residents are encouraged to participate in decorating for holidays.
- All decorations must be removed within ten (10) days after the respective holiday.
- If a resident chooses to dismantle the front or rear porch light to gain electricity for decorative lighting, it is expected that said light fixture(s) be reassembled promptly upon removal of the holiday décor.
- The same applies to window screens that may be removed to display holiday decorations.
- Any repairs required to restore exterior light fixtures or window screens will be billed to the homeowner.

Noise, Nuisance or Disturbance The HOA has sole discretion in determining what is an acceptable noise level and/or what is considered a nuisance and their decision is final.

- Residents and visitors must show due regard for the comfort and enjoyment of all other residents.
- All loud noise is prohibited.
- Fireworks and celebratory gunfire at holidays are both illegal within the Houston city limits and are strictly prohibited at VV1.
- Playing musical instruments, amplified or electronic devices (including vehicle sound systems) or running loud engines in such a manner that disturbs other residents is prohibited.
- Barking dogs, noxious odors or other disturbances coming from units or patios are considered nuisances.

Making Changes: Architectural Control Committee (ACC)

The most up-to-date Architectural Control rules and application form are located on the web site: <https://www.vv1web.com/acc>

The purpose of the Architectural Control Committee is to ensure:

- (1) That the investment in our property is protected as much as possible by proper maintenance of and control of additions and modifications to buildings to maintain harmony of external design and location in relation to surrounding structures; and
- (2) That the appearance of the buildings contributes to the enjoyment of the Community as a whole.

As a general rule of thumb, everything inside your home is your responsibility to maintain. The building exteriors & common area grounds are managed by the HOA, including the roof, gutters, downspouts, and exterior surfaces of your home. Refer to the **"Responsibility Chart"** included in this publication. Before you get started on any improvement or replacement project outside of your home, please consult the ACC governing documents. Changes require review and approval by the HOA Board or its designated Architectural Control Committee (ACC). Failure to obtain approval in advance may result in removal of your completed work at your expense.

- Replacement of the front door is the responsibility of the Owner subject to architectural standards. VV1 will paint the door using the current color scheme. The color of the front door must be selected from either the trim or fill colors of the home (see below). If the door is a natural wood-grain finish, the resident may apply to the Architectural Committee for permission to let the door remain in that style, provided the door appears to be in good condition.
- Porch and carport lighting fixtures are selected and maintained by VV1. Bulb replacement is the responsibility of the homeowner or resident.
- Patio covers must meet specific requirements.
- Plans for replacement windows must be approved.
- Mailboxes are considered part of the exterior of the building and may not be replaced by the homeowner. Mailboxes can only be replaced by VV1. Residents may remove mailboxes if they have an approved mail slot in the front door.
- During the painting cycle, a resident is given the opportunity to select the fill color for his/her home from a palette of colors selected by the HOA or its committee for that building.

An ACC application form is also included in this document.

Victorian Village Townhouse Corporation
Responsibility Chart

This Responsibility Chart is intended to be a general guideline. Specific responsibilities are outlined in the Association's governing documents.
In the event of a conflict, the governing documents take precedence.

Category	Assn	Owner	Notes
Exterior Structure			
Wood Surfaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Brick Surfaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Roofs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Windows	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owner must obtain prior approval from HOA
Glass	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owner must obtain prior approval from HOA
Screens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owner must obtain prior approval from HOA
Doors (Replacement)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owner must obtain prior approval from HOA Storm Doors and Screen Doors included
All Keys, Locks & Hardware	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Front Door	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owner must obtain prior approval from HOA
Frame	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Paint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Storage Room Door	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Back Door	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owner must obtain prior approval from HOA
Sliding Glass Door	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owner must obtain prior approval from HOA
Foundation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This includes the home and the patio. Replacement patio floors must leave at least 1 foot clearance from all fences and structures.
Doorbell Button	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Homeowners cannot paint
Gutters & Downspouts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mailboxes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Owner must obtain prior approval from HOA
Keys & Locks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Doors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Parking			
Carports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Towing			
From "No Parking Zone"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
From Assigned Space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HOA can tow vehicles in violation of parking rules
Interior Structure			
Sheetrock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Carpet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Appliances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Attic / Wall Insulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Electrical			
Outlets/Lights Switched from Inside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Porch, Patio Carport light fixtures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Added carport security illumination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	By Licensed electrician. May not illuminate other homes.
Common Area Lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Circuit Breakers & Panels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Control Interior Wiring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Control Common Area Wiring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Victorian Village Townhouse Corporation
Responsibility Chart

Plumbing

Before Entry into Unit (Exterior)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
After Entry into Unit (Interior)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Water Cut-off Valve (Exterior)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Water Cut-off Valve (Interior)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Commode Repairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Air Conditioning & Heating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Category	Assn	Owner	Notes

Utilities

Common Area Water & Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Unit Water & Sewer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Common Area Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Unit Electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Landscaping

Common Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Inside Patios	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Common Area Tree Trimming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Patio Tree Trimming	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sprinkler System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Services

Basic Cable TV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Trash Pickup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tuesday & Friday

Exterminating

Exterior Subterranean Termites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exterior Drywood Termites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exterior Ants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Interior Subterranean Termites	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Interior Drywood Termites	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Interior Ants & Roaches	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Insurance

Contents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Flood	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Common Area / Hazard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payable monthly with other HOA fees

The purpose of Victorian Village (VV1) Parking Rules is to assist in security, to identifying unauthorized vehicles within the community and to balance and control available parking for residents, guests, and service vehicles.

The Speed Limit inside VV1 is 15 miles per hour. Towing is enforced.

Parking Permit Stickers Parking at VV1 is free, but space in some areas is at a premium. To assure everyone has ample space to park, we use a parking permit sticker system for resident vehicles. Please promptly register your vehicles and update changes in owned vehicles and designations with our management company. Silver on black stickers denote covered parking access at the owner's residence only. White on blue stickers denote additional (beyond 3) owner/ resident vehicles designated for parking along the North fence of Driveway F. Parking permit stickers are used for registration purposes only. Our courtesy patrols do check each lot parking area regularly. Be a good neighbor. Please share parking spaces thoughtfully.

Approved Parking There are four types of approved parking spaces within VV 1. Parking spaces may only be used for parking of fully operational vehicles with current state registration stickers. Tires should not appear to be flat. No VV1 parking spaces may be used for constant or excessive auto repairs, storage, plants, or benches. Violations are subject to enforcement actions.

1. **Covered Parking** Your VV1 town home provides properly registered vehicles two exclusive covered parking spaces. Properly registered vehicles must display the VV1 "Silver on black" sticker on the rear window in the lower right corner. Please instruct your visitors (Guests) to refrain from parking in ANY covered spots. Only vehicles registered to your address may park under your carport. Residents may register up to three vehicles per town home. See "Additional Vehicle Spaces" for more than 3. These spaces shall be used for motor vehicles only (i.e. no trailers, boats, R.V.'s, campers, etc.) Important Note: **There is no guaranteed "regular" parking beyond your own two covered spaces.**
2. **Guest & Resident Spaces** Uncovered spaces which are specifically marked Guests & Residents are to be shared with visitors, service vehicles and residents. Resident's vehicles may not permanently or regularly occupy these spaces. Resident or guest vehicles left for more than 3 days (72 hours) in the same Guest/ Resident space will be subject to enforcement actions. Trailers, boats, campers and Recreational Vehicles are not permitted in guest spaces. No resident owned business vehicles of any kind shall be parked in guest parking spaces, except third-party service vehicles.
3. **Guest /Visitor Only Spaces** each parking area has several parking spaces marked as Guest Only. Resident vehicles including those with parking permits are not to be parked in these spaces. Trailers, boats, campers and Recreational Vehicles are not permitted in guest spaces. Violators will be subject to enforcement actions.
4. **Additional Vehicle Spaces** Additional vehicles owned by residents (more than 3) are to be issued a different white on blue parking permit sticker. This designates said vehicle to park along the North fence of Driveway F. "Additional" resident vehicles may not regularly park (overnight) in any of the other three spaces.

No Parking Zones Parking is not allowed on unpaved areas or in areas marked with "No Parking" signs.

Basic Vehicular Rules Motorized vehicles are restricted to streets and driveways and are not to be ridden on sidewalks or common ground. Our private streets are not to be used as a "track" or "raceway" for motorcycles and minibikes. Gathering of motor bike enthusiasts in a carport or street area for maintenance and testing purposes or the making of other objectionable noise, such as with model airplanes, outboard motors, or automobiles is discouraged in the daytime, but prohibited after 6:00 P.M.

Short Term RV or Camper Parking For short term parking of campers or RV's, the responsible resident may be accommodated provided a written request is submitted to property management prior to parking the vehicle at VV1. Space may be available on the North fence of Drive F if the request is approved. There are no hook-up facilities for plumbing or power available.

Enforcement Actions Any noted violations of W1 parking policies can range from a polite reminder to a written notice, fines from the Victorian Village Townhouse Corporation and or assigned property management team, all the way up to vehicle removal and towing at the vehicle owner's expense. A written notice may be mailed. If there is no compliance within ten days. A second notice and a fine will be issued to the resident/ homeowner. Residents are responsible for assuring compliance with these rules by their guests. In cases of non-compliance:

- a 5-day warning will be issued.

If non-compliance continues, any or all of the following actions may occur:

- A second 10-day warning will be issued, and a \$50.00 fine will be levied.
- Violators may also be subject to fees for certified mail notification.
- A 5-day tow-away warning sticker will be placed on the offending vehicle.
- A second & final 5-day tow-away warning sticker will be placed on the offending vehicle; and/or
- The offending vehicle may be immediately towed at the vehicle owner's expense, with no further notice.

All fines will be levied against the owner of the townhouse unit responsible for the vehicle's presence in our community. They will be part of the HOA fees.

Basic Requirements of All Victorian Village Residents with vehicles

Register with management all vehicles to be parked at Victorian Village. Resident must completely fill out the required permit form and provide:

- a copy of their driver's license.
- a copy of their vehicle insurance.

Obtain a parking permit sticker from Management for each vehicle

- Permanently affix the sticker to each vehicle's rear window on the lower right side, outside.
- Stickers may not be taped to a vehicle. A taped sticker will be deemed non-compliant as non-permanent.

Deadline for Vehicle Registration and Permit Display

- For Owners: 30 days after notification by management.
- For Tenants: 30 days after notification by landlord. Landlords must immediately advise their tenants of VV1 Parking Rules and are responsible for their tenants' compliance.

Registration & Sticker Display Enforcement

If the initial 30-day deadline is not met, a 30-day warning letter to the owner will be issued. If the 30-day warning is not heeded, a \$50.00 fine will be levied against the owner of the townhouse unit responsible for the vehicle's presence in our community. The fining process will be repeated every 30 days until compliance with these rules is obtained. Violators may also be subject to fees for certified mail notification.

Permissible Parking Locations for Registered & Stickered Vehicles

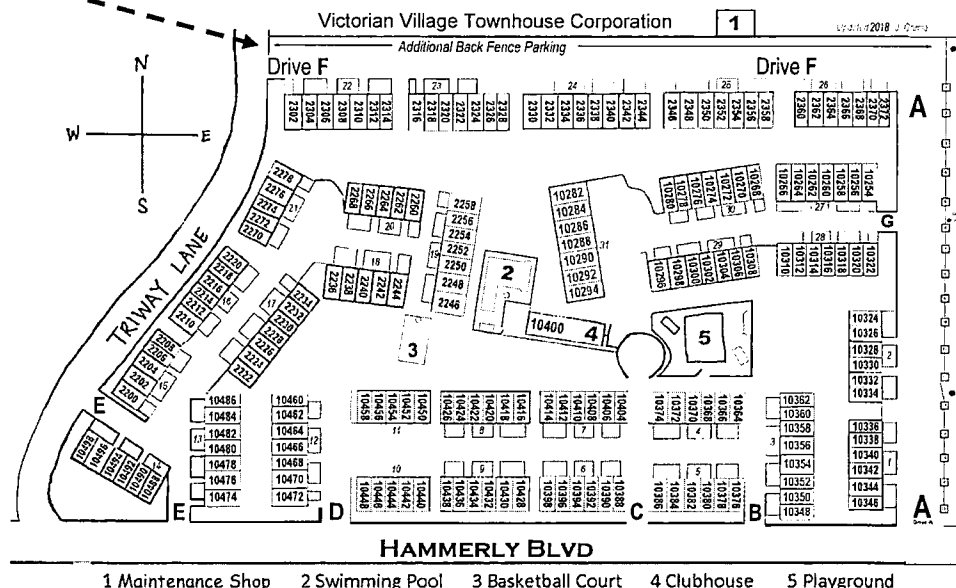
- The townhouse unit's two assigned & reserved carport spaces must be used first. (silver on black permits)
- One additional registered vehicle may use Resident & Guest/ Visitor spaces. But may not dominate one space continually.
- If more than three vehicles are registered & stickered, additional vehicles must park along Drive F.

Stickers for Households with Multiple Vehicles to Register

- The first three vehicles will be issued the standard silver on black sticker permit for assigned carport parking and/or parking in uncovered 'resident & guest' spaces.
- Additional vehicles (more than three) will be issued a white on blue permit sticker, specifically for Driveway F North fence parking.
- Residents must indicate, which vehicle, if any, will be parked along Driveway F to ensure the proper sticker can be issued.

Parking Safety Parking at VV1 is at your own risk. While we do have Courtesy Patrols, our security experts advise: Do not leave valuables, packages, electronics, purses or the like in your vehicle in visible places. Lock your car, Take your keys. Be aware of your surroundings. If you suspect you have been followed home, drive to the fire station on Gessner and Kempwood. Keep your parking area illuminated at night. Putting timers or motion detectors on your covered parking areas can be a great deterrent to vehicle break-ins, thefts and suspicious people in the parking areas.

Driveway F North Fence Parking



Parking Permit Applications are also available at VV1Web.com

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RP-2022-344066

VV1 Pool Rules

These rules are for the safety, health and enjoyment of all. They are mandatory.

~ The HOA will comply with any rules related to pandemic or public health safety rules which may modify these posted rules ~

Hours The pool is available seasonally from the end of May to the end of October. The standard hours are 7 AM - 9 PM. Please check the **Voice** or **VV1Web** pages for current information. When the pool is being cleaned or serviced it will not be open. No trespassing. The pool closes at 9 pm. Anyone caught inside after hours will be considered trespassing and risks facing revocation of pool access and privileges or possible law enforcement actions.

Who may swim The VV1 pool is only for VV1 residents and their guests. Limit 2 non-resident guests per address. House guests (those staying in the homes of members) are welcome. Residents must accompany non-resident guests. Do not prop open the gate or permit unidentified non-residents into the pool area. Private pool parties are not allowed.

Children / Teens Those unable to swim, regardless of age, must be accompanied by an adult - no exceptions. Parents are responsible for supervision of their children. Children under 14 years of age must be accompanied by a parent or authorized adult (18+) at all times no exceptions. Teenagers 15, 16, & 17 will be allowed 2 guests provided they are of the same age group (15, 16, 17). Babies in diapers and children not toilet trained are not allowed in swimming pool: they are allowed in the wading pool only if under 5 years and in diapers securely fastened or "Little Swimmer" type products and covered with plastic or rubber pants. Parents, check and insist that their children use the restrooms when necessary.

Appropriate Sun and Swimwear This is a family amenity. Inappropriate or overly revealing clothing are grounds for removal. Proper swim wear is required in the pool. No cut-offs or street clothing. Persons with infectious diseases, open sores, bandages, cuts, or recent vaccinations are not permitted in the pool or pool area. Likewise, swimming attire alone is not allowed in the Clubhouse. Hairpins and clips must be removed from hair before entering pool. Swim caps are not required. Remove excess suntan lotion by showering before entering pool.

Appropriate behavior Intoxicated, obnoxious or inappropriately attired persons as determined by Pool Monitor, HOA Member or patrol officer shall be removed from the pool area by security, if necessary. Ongoing conflicts may result in loss of pool privileges as determined by By-Laws Article 3 section 2.

No Lifeguard on Duty We do not provide a lifeguard. Residents are responsible for their own actions and safety while using the pool facility. VV1, its officers or employees are not responsible for any accidents occurring on, in or around the pool facility. No Running. No Diving from any area of the pool deck. Parents are responsible for their children's safety and behavior.

Pool Monitor To maintain order, cleanliness, screen for non-residents and generally assure a pleasant pool experience, VV1 employs a Pool Monitor during peak season and hours. Pool Monitor hours are daily 4pm - 9pm. The Pool Monitor is not a babysitter or a Lifeguard. The Pool Monitor when on duty, will ask you to identify yourself and sign in. This person is an extension of the VV1 Management Team, and should be respected for the safety, comfort, and well-being of all pool patrons. The Pool Monitor as an example, may ask residents to leave the water and remain out if thunder or lightning become evident. The Pool Monitor assists in assuring compliance with these VV1 Pool Rules

Lightning Alerts Spring Woods High School our neighbor across the street, employs a Lightning Alert warning system to advise the athletics department of the threat of potential local lightning strikes. You may have heard the 20-30 second siren blare at times coming from the softball field. When this alert sounds, we ask that you exit the pool and move away from any trees, and or metal fences. It is recommended that you wait 30 minutes from such an alert before re-entering the pool. Please educate your children and guests about this sound and system.

Safety An emergency pool phone is located just outside the pool area on the north side of the clubhouse. Life preservers and rescue equipment are not toys. They should remain in their proper place and kept in good condition. Please respect the importance and proper care and use of this equipment. Bicycles, tricycles, skateboards, or other play equipment are not allowed in the swimming pool area.

Pool Care Glass containers, pets, food and gum must not be brought into the pool area. Drink containers, cans, cups, juice boxes etc., are not to be set on the side of the pool. All trash must be properly disposed of in the trash cans provided in the area. Foreign matter or debris must not be thrown into or about the pool. Do not drag or move tables, umbrella stands or chairs / loungers across the pool deck. Damage to the deck may be billed back to the homeowner.

Common Courtesy Respect the space of those swimmers who may be swimming "laps" or those who may be doing water aerobics classes in one corner of the pool. "Horseplay," running, spitting, undue splashing, slovenliness, or offensive language will not be tolerated. Loud music may disturb others or even residents in their homes. Enjoy your music but be mindful of others. Water play equipment is restricted to items such as small rings, noodles, inflatable balls and masks with plastic faces, etc. Water pistols, super soakers and large "boat" type rafts may be prohibited if they impact the enjoyment of others.

Alcohol Alcohol may be permitted, but intoxicated or obnoxious behavior is cause for removal. Underage drinking is strictly prohibited.

Smoking Smoking is conditionally permitted. Be mindful of others. Any person who is smoking must stop and extinguish smoking material if requested. Smoking materials must be disposed of in the ash urns provided. No smoking while in the pool or at the edge.

Enforcement Compliance with HOA employees including staff, Board, Pool Monitor, or Patrol Officers is required. Noncompliance may be grounds for revocation of pool access.

Let us enjoy, care for, and share our pool safely and politely.

Pool Key Application & Agreement forms are available at VV1Web.com/contact-us and at the back of your Welcome Packet.

Victorian Village Townhouse Corporation

Architectural Control Committee Application

The Architectural Control Committee (ACC) is charged with the responsibility of protecting the integrity of the Association in accordance with the provision of the Deed Restrictions. Before any structure, addition, improvement or alteration of any nature is erected on the exterior of any unit, the construction plans and specifications must be submitted in writing and approved by the ACC. It may take up to 30 days to review and approve/deny your request.

It is prudent to obtain ACC approval before scheduling your improvements and obtaining any city permits. If improvements are made and your application is denied, you will be asked to remove them immediately.

Homeowner Information	
Owner's Name:	
Property Address:	
Phone Number:	
Email Address:	
Improvement Specifications	
1. Type of Improvement:	
2. Location of Improvement:	
3. Materials Used:	
4. Contractor Name:	Start Date:
Contractor Phone Number:	Completion Date:

Improvement Specification Instructions: Use the space above to provide the following information. Attach additional pages where necessary.

- Type:** Sufficient detail should be provided to enable the Committee to clearly understand the nature of the improvement/alteration. Dimensions of the improvement/alteration should be included, along with any pictures or drawings, where applicable. The more detail that is provided, the sooner the design review can be completed and approval given.
- Location:** Include detailed information on the location, with dimensions, of the improvement/alteration in relation to existing structure(s). Include a site plan to show the orientation of the improvement/alteration with respect to streets, walks, easements, and any neighboring structures.
- Materials:** Include a list or description of the material to be used. Please include samples of materials and/or color swatches, where applicable.
- Contractor & Dates:** Include the name and phone number of the contractor to be used. If you are going to do the work yourself, include a description of your experience and/or credentials that qualify you to do the work. Include your estimated start date and completion date.

DISCLAIMER

The Association and its Architectural Control Committee specifically deny and disclaim any responsibility whatsoever relative to problems of any nature which may arise concerning the proposed improvement, including, but not limited to, problems with utilities, governmental agencies, individual property owners and possible problems relating to the quality of materials and craftsmanship.

By my signature, I hereby certify that the proposed construction modification is in full compliance with all setback restrictions or requirement for minimum distances from property lines applicable to the property referenced above, and I further certify that the proposed construction/modification will not encroach upon or interfere with any covenants or easements applicable to my property. I understand that the Architectural Control Committee is not waiving any setback restriction requirements for minimum distances from property lines, covenants, or easements applicable to my property. I will provide a copy of the completed Architectural Control Committee Application (if approved) to the person(s) or company(s) responsible for the construction of the improvement(s).

I agree that I will not assert or claim that approval of this application constitutes a waiver of such setback restrictions, required minimum distances from property lines, covenants or easements in any legal or equitable proceeding.

Owner's Signature:	Date:
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Victorian Village Townhouse Corporation

Pool Key Application & Agreement

I have read and understand the VV1 Pool Rules and agree to comply as an Owner / Resident of VV1. It is understood that no Lifeguard will be on duty. I agree that my family, guests and I are using the pool facility at our own risk, and will not hold VV1, its officers or employees responsible for any accidents which may occur from the use thereof. I understand the guest and age limitations and need for supervision of children and teens. These rules will be reviewed with all family members, residents, tenants, and guests prior to granting them access to the pool or pool key for this address. I hereby agree to these terms for proper pool use and enjoyment.

VV1 Address _____ Key issue date _____

Owner Name (print) _____ sign _____

Owners may pick up pool key during regular business hours at:
Genesis Community Management, Inc. 9700 Richmond, Suite 160, Houston TX 77042
Please phone ahead to arrange pick-up 713-953-0808 Please bring Photo ID.

Pool Key Agreement Terms

1 Key per Household

☐ 1st Key Deposit Amount \$25
(refundable upon return of working key)

- Key is only given to Owner -

☐ Replacement Key Deposit Amount \$75.
(refundable upon return of working key)

To Get Your Key The owner applying for key will need to show a current photo ID to get a key. Keys will be issued to adults only. No minors may acquire a key. The adult owner/resident takes full responsibility for their own actions by acquiring a key and signing a copy of the Pool Key Application & Agreement. The Pool Key Application & Agreement must be signed and submitted in person along with the photo ID to our management company Genesis Community Property Management, Inc. 9700 Richmond Ave # 160, Houston, TX 77042-4630 Phone: 713-953-0808 during regular business hours.

Lost Keys Should an Owner or their tenant lose their key, this deposit shall not be refunded and shall be kept by VV1 to cover administrative cost and material cost. An Owner may then acquire a second key for a refundable deposit of \$75. If this key is lost, no more pool keys will be issued to this Owner and the \$75 will not be refunded. Deposits may only be refunded when the original key is turned in. Changing the locks and redistributing keys across the entire property is extremely costly and time prohibitive. Please be careful with your key.

Pool Keys for Renters As of 2016, the pool key for a residence will only be released to the property owner. The owner will be the person providing the deposit and receiving the refund upon return of the key. Owners complete the top part of this application and bring new complete Residency Update. Additionally, the Owner will have the Tenant sign the Approval box below. Both will need to provide a copy of a current photo ID. Existing tenants who currently have deposits on a pool key can resolve their refund directly with Genesis Property Management upon return of the working pool key.

Owner Approval for Renters

Owners: Do not release your pool key to any renter without having / submitting this signed agreement from your renter. By signing you confirm your renter(s) have been given a current copy of VV1 Pool Rules and Agreement. You also must turn in a Residency Update Form with this owner Approval.

Renters: Once you submit a signed copy of this application to your owner, with a photo ID copy, arrange to get your key from your property owner / landlord.

I have read and understand the VV1 Pool Rules and agree to comply as a Renter / Resident of VV1. It is understood that no Lifeguard will be on duty. I agree that my family, guests, and I are using the pool facility at our own risk, and will not hold VV1, its officers or employees responsible for any accidents which may occur from the use thereof. I understand the guest and age limitations and need for supervision of children and teens. These rules will be reviewed with all family members, residents, and guests prior to granting them access to the pool or pool key for this address. I hereby agree to these terms for proper pool use and enjoyment.

Tenant Name (print) _____

Sign _____ Date _____

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Genesis
Community Management, Inc.

Residential Information Update Form

Date Submitted _____

Homeowner Information

Association Name:	Victorian Village Townhouse Corporation		
Owner's Name(s):			
Property Address:		Year acquired:	
Mailing Address: (if different from above)			
City, State, Zip:			
Cell Phone:		Home Phone:	
Work Phone:		Extension:	
Email Address:			
Alternate Email:			

Emergency Contact Information

Contact Name:		Relation:	
Cell Phone:		Work Phone:	
Email Address:		Home Phone:	

Resident or Tenant 1 Information

Name:		<input type="checkbox"/> Resident	<input type="checkbox"/> Tenant
Email Address:		Cell Phone:	
Work Phone:		Lease Start Date:	Lease End Date:

Resident or Tenant 2 Information

Name:		<input type="checkbox"/> Resident	<input type="checkbox"/> Tenant
Email Address:		Cell Phone:	
Work Phone:		Lease Start Date:	Lease End Date:

Resident or Tenant 3 Information

Name:		<input type="checkbox"/> Resident	<input type="checkbox"/> Tenant
Email Address:		Cell Phone:	
Work Phone:		Lease Start Date:	Lease End Date:

Please email completed form to **Receptionist@GenesisCommunity.com**

Or Mail / Fax to information listed below

Genesis Community Management, Inc.
9700 Richmond, Suite 160, Houston TX 77042
Phone 713-953-0808 Fax 713-951-3972

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Victorian Village Townhouse Corporation

Automatic Bank Draft Authorization (ACH)

Once processed, your account will be drafted on or about the tenth (10th) of each month. To avoid delay:

1. Complete this form
2. Sign the form in the space provided
3. Attach a voided blank check for verification
4. Return to Genesis by:
 - Mail to 9700 Richmond, Suite 160 – Houston, TX 77042
 - Email to Receptionist@GenesisCommunity.com
 - Fax to 713-952-3972

Homeowner Information	
Owner's Name:	
Cell Phone:	
Home Phone:	
Email Address:	

Property Address/Unit(s) to be Drafted	
Property Address:	

Bank Account Information	
Name on Account:	
Routing Number:	
Account Number:	

I authorize Genesis Community Management, Inc. to electronically draft the above account debits drawn by Victorian Village Townhouse Corporation to its own order. I understand that my bank account will be drafted for the full balance due to the Association each month and is not limited to maintenance fees. This authorization will remain in effect until revoked by me in writing. I agree that the bank will be fully protected in honoring such checks or electronic debits until such revocation is actually received by the bank.

I agree that the bank's treatment of such check or electronic debit, and the bank's rights with respect to it, shall be the same as if it were signed personally by me and that if any such check or electronic debit is dishonored, whether with or without cause, the bank shall be under no liability whatsoever, even if such dishonor results in forfeiture of my property rights or results in any additional fees being charged to my Association account.

Owner's Signature:	Date:
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Victorian Village Townhouse Corporation
Parking Permit Application 2022

Office use only

☐ Registered resident ☐ Proof of insurance provided ☐ Driver's License / Photo ID with address provided

Parking Permit Number _____ Permit Color _____ Registered date _____

Assigned to Covered Spaces at this address: _____ Vehicle # 1 2 3 4

NOTE: Only 3 vehicles per address may be granted the White on Black sticker. 4th vehicle MUST be issued White on Blue sticker

Primary Driver & Resident Name _____

Home Address _____

Cell Phone _____ Work / Home # _____

Vehicle Make _____ Model _____

Vehicle Year _____ Color(s) _____ Plate # _____ State _____

Permit Application Date _____ ☐ Proof of Insurance Provided ☐ Photo ID Provided

☐ Designate this as a 4th vehicle for my address for parking on Drive F north fence (White on Blue Permit)

Remove this vehicle: ☐ Please remove the above vehicle from the list of allowed vehicles at the above address.
Signature & ID required

Permit Agreement I understand permits are for registered residents only and that the two covered parking spaces at my address are reserved for my permitted vehicles only. Except for deliveries, guest and service vehicles will be directed to the uncovered, designated **Guest / Resident** spaces. If permitted vehicles registered to my address park outside my covered spaces, they may not stay in any specific uncovered spaces more than 72 hours. I will make every effort to not dominate unassigned uncovered Guest/Resident parking spaces. I will not park registered vehicles in **Guest Only** spaces. I understand long term parking is only along the north fence at **Drive F**. My vehicle(s) will be properly registered and fully operational. I have read the full VV1 parking rules. I will insure that all motorists residing at or visiting this address are aware of these rules.

Driver's Signature _____

Application process 1 vehicle per application. Turn in this application to Genesis Community Management. Include a copy of your current vehicle proof of insurance and a copy of your driver's license or photo ID with address. For privacy, you may mask the specific Driver's License ID number if you choose.

By mail or in person: Genesis Community Management 9700 Richmond Ave # 160, Houston, TX 77042 Richmond at S. Gessner

Electronically: You may complete this form on screen at <https://www.vv1web.com/contact-us> print & sign, then submit [Online submission link](#).

Submit via email: Contact Genesis for specific email address Phone: 713-953-0808 Or on our website at: VV1Web.com [Contact Us](#) page

Your permit should arrive by mail at your VV1 home address within 7-14 business days after receipt of your application and documents.

VICTORIAN VILLAGE TOWNHOUSE CORPORATION

ASSESSMENT COLLECTION POLICY Revised 2022

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

KNOW ALL PERSONS BY THESE PRESENTS:

WHEREAS, the VICTORIAN VILLAGE TOWNHOUSE CORPORATION (the "Association") was incorporated in the STATE OF TEXAS; and

WHEREAS, the Association is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declaration for the VICTORIAN VILLAGE TOWNHOUSE CORPORATION (hereafter collectively referred to as the "Declaration"); and

WHEREAS, the Declaration and Chapter 204 of the Texas Property Code empower the Association to levy assessments and to use certain powers of enforcement and collection and further obligates property owners to pay such levies and related charges and costs; and

WHEREAS, some owners have failed to timely meet their payment obligations; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to establish a policy for assessment collection and to provide clear and definitive guidance to the members of the Association;

NOW, THEREFORE, the Board has duly adopted the following *Assessment Collection Policy*.

1. All maintenance fee assessments, community service fee assessments, hazard premium payments and water/sewer assessments are due on the first (1st) day of each month.
2. The common area hazard insurance policy expires annually on last day of June. The Association will notify all owners July 1st of the new rate to be paid in twelve monthly payments. The first revised payment is due after thirty (30) days' notice on August 1st. Equal premium payments for this assessment are due on the first day of each month. An annual adjustment to the premium rate will be considered and set by the Association no later than November 30th of each year. Notification of the monthly premium rate adjustment will be given to all Owners thirty days prior to January 1st of the upcoming year, when the new adjusted monthly rate will be due.
3. All assessments are due in full, and payments are accepted in the following forms: ACH debit or credit card payment via genesiscommunity.com website, personal check, cashier's check, or money order. Cash is not accepted.
4. Unless otherwise agreed upon, the Association may reject all partial payments. Any partial payment that is accepted, whether agreed upon in an approved payment plan or otherwise, shall be applied toward the delinquent account in the following order:
 - 1) delinquent assessments,
 - 2) current assessments,
 - 3) attorneys' fees and collection costs associated with a delinquent account,
 - 4) attorneys' fees other than those associated with a delinquent account,
 - 5) fines; and
 - 6) any other amount owed to the Association.

Nonsufficient Funds

5. A processing fee of at least \$35.00 shall be added to an account for each payment returned by a financial institution due to insufficient funds (NSF). The Association may require payment in the form of a cashier's check or money order to replace an NSF check and may immediately require all future payments to be paid by similar method.

Late charge

6. Any assessment which is not paid when due shall be deemed delinquent. Any account with an unpaid assessment after the sixteenth (16th) of the month shall incur a late charge in the amount of \$15.00.



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Unpaid Balance Interest

7. Any account with an unpaid assessment after thirty (30) days shall begin accruing monthly interest on the unpaid balance at the rate of six percent (6%) per annum.

Collection Letter

8. If any assessment remains unpaid thirty-five (35) days after the due date, the Managing Agent is authorized to send the Owner a Collection Letter and or Utility Collection Letter in the case of water bills, monthly until the account balance is less than \$50.00 for all assessments. Each Collection Letter shall specify the total amount then owed, as well as a breakdown of all charges. The Collection Letter shall apprise the Owner that they may enter into an approved payment plan in accordance with Section 209.0062 of the Texas Property Code ("Section 209.0062"). A processing fee of \$5.00 shall be added to the delinquent account for each Collection Letter mailed.

Certified Collection Letter

9. If any assessment remains unpaid sixty-five (65) days after the due date and the account balance is over \$500.00, the Managing Agent is authorized to send the Owner a Certified Collection Letter, and or Certified Utility Collection Letter in the case of water bills, which shall specify the total amount then owed, as well as a breakdown of all charges. The Certified Collection Letter shall apprise the Owner that collection of the account will be turned over to the Association's attorney unless payment in full is received within forty-five (45) days of the date of the letter or the Owner enters into an approved payment plan in accordance with Section 209-0062. A processing fee of \$15.00, plus the cost of postage shall be added to the delinquent account for each Certified Collection Letter mailed.

Legal Action

10. If any maintenance fee assessment remains unpaid forty-five (45) days after mailing the Certified Collection Letter and the account balance is over \$500.00, the Managing Agent is authorized to instruct the Association's attorney to proceed with steps necessary to effect enforcement of the Association's lien to satisfy the assessments due, including judicial or non-judicial foreclosure and or other collection actions as may be permitted by law.

Payment Plan Option

11. An Owner may enter into an approved payment plan in accordance with Section 209.0062. A one-time processing fee of \$60.00 shall be added to the delinquent account for the cost associated with setting up the payment plan. For the term of the payment plan, a monthly processing fee of at least \$15.00 shall be added to the delinquent account to defer the costs associated with monitoring and administering the payment plan. Once a payment plan has been established, an owner may make partial payments towards a delinquent account as agreed.
12. The Association shall not be required to enter into a payment plan with an Owner who failed to honor the terms of previous payment plan during the two (2) years following the Owner's default under the previous payment plan. The Association is not required to offer a payment agreement for any amount that extends more than eighteen (18) months from the date of the Owner's request for a payment plan.
13. All costs and fees incurred by, charged to, or paid by the Association for processing a delinquent account, including attorney fees and/or court costs, shall be added to the delinquent account and paid by the Owner.

2022 VV1 Rule Violation Notifications & Fines Policy

This policy includes violations of all rules that are not specifically covered by Parking Rules, Pet Rules, HOA assessment fee and fine schedules or any other specific violation rules.

This policy revision does not negate all other Pet, Nuisance, Signs or Window Covering Rules previously adopted.

This Victorian Village Townhouse Corporation Policy on Rule Violation Fines includes those found in the Declaration CC&R, By-Laws, 1993 Rules and Regulations and our 2022 Welcome Rules & Regulations for Owners and Residents as well as any updates thereto. It also applies to any future rules that are agreed upon by the HOA Board, provided they properly recorded with Harris County, publicly, permanently posted (as on the web sites) as well as distributed to all Owners and Residents.

Notices and Fees are as follows:

First Notice: Written compliance request notice sent certified mail demanding the Owner cure the violation within a reasonable period of time from the date of the letter. The letter will provide the Owner with notice of the following:

- 1). The opportunity to request a hearing in writing with the Board, within thirty (30) days of the date of the letter is mailed, to verify or dispute the violation;
- 2.) the intent to levy a fine in the amount of \$75.00 (or as otherwise stated in a policy) if the violation is not corrected or reoccurs again within a six (6) month period; and
- 3.) the possibility of turning the violation over to the Association's Attorney to pursue correction.

If a violation is turned over to the Association's Attorney for pursuit, the Owner will be responsible for all legal fees and associated costs incurred by the Association to obtain compliance. Said costs will be billed to the Owner and collected in the same manner as assessments. If the violation is not corrected by the date provided in the letter, a fine will be levied.

The notice shall include a copy of this fee schedule, sent to both Owner and all Resident(s) / Tenants listed at the property, by mail and by email, when possible.

Second Notice: If the violation is not corrected or occurs again within a six (6) month period, the Board may fine the Owner in the amount of \$75.00. Written notice of the fine will be sent to the Owner.

Third Notice: If the violation is not corrected or occurs again, the Board may fine the Owner in the amount of \$150.00. Written notice of the fine will be sent to the Owner.

Fourth Notice: If the violation is not corrected or occurs again, the Board may fine the Owner in the amount of \$250.00. Written notice of the fine will be sent to the Owner.

Unresolved violations will continue to be assessed a fine in the amount of \$250.00 monthly or per occurrence.

The Association may also choose to take corrective action(s) at Owner's expense. (For example: HOA cuts the trees back, removes unwarranted plants, trash; or otherwise remedies the violation(s), and charges the Owner's account for the cost of same.)

If a violation remains unresolved, the Board may continue to fine the Owner as provided herein or pursue legal recourse. Additional demand letters will result in immediate levy of a fine. The decision to levy a fine or pursue legal recourse will be made by the Board in its sole and absolute discretion. The Board may base its decision upon the severity of the violation, prior actions of the Owner, and the ability to remedy the violation.

The Board, in its sole and absolute discretion, reserves the right to set fine amounts on a case-by-case basis, provided the fine is reasonable in light of the nature, frequency, and effect of the violation. Reparation costs are not included in this limit.

Owners/ Landlords are responsible for all fines and for their tenants' compliance with community rules. Homeowners are responsible for their residents and guests' compliance.

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Pages 25
07/01/2022 04:01 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$110.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or
use of the described real property because of color or
race is invalid and unenforceable under federal law.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in
File Number Sequence on the date and at the time stamped
hereon by me; and was duly RECORDED in the Official
Public Records of Real Property of Harris County, Texas.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

RP-2022-344066