

# KINGWOOD GLEN TWIN VILLAS NEIGHBORHOOD ASSOCIATION

## RULES AND REGULATIONS

### PREAMBLE

Provisions for the Rules and Regulations and authority for enforcement are contained in the Declaration of Covenants, Conditions, and Restrictions for Kingwood Glen Twin Villas Neighborhood Association. It includes a statement of restrictions and conditions applicable to ownership and use of individual Lots, as well as the Common Areas of Kingwood Glen Twin Villas. These limitations, restrictions, conditions and covenants run with the land and are binding on all parties having acquired any right, title, or interest in the properties within Kingwood Glen Twin Villas Neighborhood Association.

Observing and enforcing these rules and regulations is the responsibility of each and every Owner, tenant, and their guests.

Living in a townhome community is a unique situation. Therefore, these rules are designed to make living together pleasant and comfortable. Each of us not only has certain rights, but also certain obligations to other residents. The courtesy and consideration for the rights of others are always mutually beneficial and objectionable behavior is not acceptable even if such behavior is not specifically rules against herein.

Each townhome Owner must accept the responsibility for violations by their lessees, guests, children or pets. Violations should be reported to the Kingwood Glen Twin Villas property manager who will take appropriate action. Compliance with these Rules and Regulations is necessary to maintain our quality of life.

This book of Rules and Regulations is a supplement to the Declaration for the Association, its By-laws and the Resolutions established by your Board of Directors.

# KINGWOOD GLEN TWIN VILLAS NEIGHBORHOOD ASSOCIATION

## RULES AND REGULATIONS

### I. INTRODUCTION

- a) The Rules and Regulations of the Kingwood Glen Twin Villas Neighborhood Association are intended as a supplement to the Declaration and its Bylaws. Should there be any questions concerning which regulations must be followed, the Declaration will prevail.
- b) Throughout the Rules and Regulations, "adult" is defined as any person 21 years of age or older.
- c) All requests for maintenance/repair must be submitted to the Kingwood Glen Twin Villas Neighborhood Association property manager in writing.
- d) All complaints must be submitted to the Kingwood Glen Twin Villas Neighborhood Association property manager in writing.

### II. OWNERS

Designation of "Owner" is the person or persons who hold(s) a recorded title to the townhome.

### III. GUESTS

"Guests" are defined as visitors of the Owner.

### IV. TENANTS

- a) "Tenants or lessees" are defined as renters of any Owner.
- b) The Owner must furnish the Kingwood Glen Twin Villas Neighborhood Association Rental Information form attached hereto with:
  - 1) the names and phone numbers (home and work) of the lessee, and
  - 2) the Owner's new mailing address and phone numbers (home and work).
- c) The lease must provide that it is specifically subject in all respects to the prior Restrictions, and to the Kingwood Glen Twin Villas Neighborhood Association Declaration, Bylaws, and Rules and Regulations.
- d) The Owner must provide the lessee with copies of the Kingwood Glen Twin Villas Neighborhood Association Declaration, Bylaws, and Rules and Regulations.

## V. NON-RESIDENTS

The Owner is responsible for the actions of all non-resident guests.

## VI. GENERAL

- a) All townhomes are designed as single-family residences and shall not be occupied by more than one family.
- b) No commercial activity shall be permitted in any Common Areas without the written approval of the Board of Directors.
- c) No immoral, improper, unlawful, noxious or offensive activity shall be carried on or maintained on any Lot or Common Areas, nor shall anything be permitted to be done thereon which may be or become an annoyance or a nuisance to other residents of Kingwood Glen Twin Villas Neighborhood Association.
- d) Outdoor antennae, satellite dishes whether on buildings or balcony areas, are prohibited without the written approval of the Board of Directors. The Kingwood Glen Twin Villas Neighborhood Association is responsible for the maintenance and upkeep of the exterior; therefore any alterations to the exterior must receive written approval.
- e) All equipment, garbage cans, wood piles, etc., shall be confined to the patio areas of the Units and shall be (1) kept screened by adequate planting or enclosed by wooden fencing to conceal them from view of neighboring Units and streets; (2) Units with patio areas open to view of the passing public must keep all equipment, garbage cans, etc. either stored in the garage or concealed by ACC approved screening.
- f) All rubbish, trash, or garbage shall be regularly removed from the premises and shall not be allowed to accumulate thereon.
- g) No temporary structures such as trailers, sheds, etc., shall be permitted on any building, Lot or Common Area.
- h) The roof area is off limits to all residents, guests and visitors. The roof area is restricted to essential building maintenance and service personnel.
- i) No later than 30 days after closing, the Lot Owner shall provide the Association with the following:
  - 1) the Owner's mailing address, telephone numbers (work and home) and driver's license number;
  - 2) the name and address of the holder of any lien against the Lot and any loan number;
  - 3) the name and phone number (work and home) of any person occupying the Lot other than the owner; and
  - 4) the name, address and phone number of any person managing the Lot as agent of the Owner;

- 5) all Owners shall inform the Association of a change of address within 15 days of the change.
- j) "For Sale" may be placed in the front yard, but "For Lease" signs are to be placed in the upstairs window only.

#### VII. PROPERTY DAMAGE LIABILITY

Owners, lessees and their children, including guests and visitors and their children shall not mark, mar, damage, destroy or remove any part of the building. The responsible Owner shall pay the cost of restoring the area or property affected. Owners are further charged with the responsibility for any violations of their lessees, guests, immediate family or visitors.

#### VIII. VEHICLES AND PARKING

- a) All traffic laws are to be obeyed.
- b) Vehicles must be parked in the areas provided and must be in operating condition with current inspection stickers and licenses. Each vehicle must be moved at least every 72 hours. No vehicle shall be parked on the grass, nor parked in the streets so as to obstruct normal traffic or access to driveways. Repair to vehicles, other than routine care such as washing, oil change, etc., will not be permitted on the driveways, in streets or Common Areas. Any oil spills must be cleaned up by the vehicle owner.
- c) No R.V.'s, trailers, boats, campers or other equipment shall be permanently parked or stored in any part of Kingwood Glen Twin Villas Neighborhood Association other than the garage. At no time should the above vehicles be parked on the street or grass. Parking on one's driveway for the purpose of routine care will be permitted for a period not to exceed 48 hours. However, under no circumstances shall these vehicles be parked in a way that obstructs any traffic or access to neighboring driveways.
- d) "Parking Warnings" will be placed on any vehicle, which is in violation of state laws or the Rules and Regulations herein. Copies of the violations will be kept on file with the Kingwood Glen Twin Villas Neighborhood Association property manager. At the time of the third violation, the vehicle will be towed at the owner's expense.

#### IX. PETS

- a) Rules for pets shall be as set forth in Article VI, Section 3 of the Declaration.
- b) Loud and/or continuous barking will not be permitted.
- c) The Board reminds all parties there is a leash law in Harris County.
- e) Homeowners are required to clean up after their dogs.

X. TRASH CONTAINERS

Trash is collected on a regular basis.

- a) Trash SHALL NOT be put on curb earlier than the night before pick up. Containers shall be picked up by the evening of the pick up day.
- b) Storage of trash containers shall be kept out of public view from the street and adjacent townhomes.

XI. SCHEDULE OF PENALTIES

All infractions of the Rules and Regulations herein will be subject to review by the Board of Directors. A first offense will receive a warning from the Board of Directors and notice that continued or repeated violations will result in a fine, police action or injunction lien.

The schedule of fines which may be imposed after a first offense warning are:

- a) Second Offense - not to exceed \$ 25.00
- b) Third Offense - not to exceed \$ 50.00
- c) Continued Violation - not to exceed \$100.00

Article VI of the Declaration empowers the Board of Directors to file liens or other appropriate legal process on the Lot owned by the offender, as a result of his/her action, his/her family's, the lessee's or any guest.

AMENDED BY THE Board of Directors on July 14, 2004

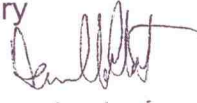
President



Date

7/17/04

Secretary



Date

7/17/04

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 on

AUG - 6 2004



COUNTY CLERK  
HARRIS COUNTY, TEXAS