



Dear Dilston House Homeowner,

The staff at Genesis Community Management would like to congratulate you on the purchase of your new home! As the management company of your homeowners association, we are here to assist you and respond to any questions or concerns you may have about your property.

Enclosed, you will find important information pertaining to your community and surrounding areas, including:

- Useful Information Sheet
- Association vs. Owner Responsibility Chart
- Rules & Regulations
- Site Map
- Genesis Website Information
- Parking Permit Application
- ACC Application
- Automatic Bank Draft Application
- Information Update Form **Please complete and return**

Please review and if you have any questions, do not hesitate to contact our office.

We look forward to serving you!

Sincerely,

The Staff at Genesis Community Management

Dilston House Condominium Association

Useful Information

Trash Services:	Your trash is picked up on Monday, Wednesday and Saturday.
Cable/Satellite:	You may set up services through the provider of your choice. Basic cable is included in your maintenance fees, provided through TV Max/Wavevision. A digital converter box is required for basic cable use. You may call TV Max/Wavevision at 1-866-846-3488. If you choose to install a satellite dish, please contact your assistant manager to obtain ACC approval.
Maintenance Fees:	Genesis mails out monthly invoices. Your maintenance fees are due on the 1 st of each month and late after the 15 th . You may mail in a check or money order, set up automatic bank draft (ACH) or pay online through the Genesis website – www.GenesisCommunity.com .
Access Information:	You may purchase a remote for \$30.00 or a pool key for \$5.00 at the Genesis office. Please make your check or money order payable to Dilston House. To obtain a parking permit, an application will need to be filled out providing all vehicle information. If you have leased your unit, please send a copy of the lease and a completed information update form. Your tenant will need to bring their driver's license, proof of vehicle insurance and a copy of their lease.
Amenities:	The pool hours are posted on property. For information on access, registration or to obtain a copy of the pool rules, please contact your assistant manager.
Mailbox Keys:	The Association does not issue mailbox keys. Please contact the post office or a locksmith to rekey the lock. To find the location of the nearest post office, please call 1-800-275-8777.
Insurance Certificate:	If you would like to obtain a copy of the insurance certificate for your unit, you may do so by contacting the insurance agency directly. Please submit your request online at www.aigcms.com/genesis . If you need further assistance, please contact Crystal Vaughan with Arthur J. Gallagher of Texas. You may contact her by phone at 713-358-5742 or by email at Crystal.Vaughan@aig.com .
Association Meetings:	The Annual Homeowner meeting is held each year in June.
Houston 311 Helpline:	For information on Houston's resources, phone numbers for city utilities, local police stations and other useful information, please dial 311.

Genesis Community Management, Inc.
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Dilston House Responsibility Chart

Category	Assoc. Owner Notes		
Exterior Structure		<input type="checkbox"/>	<input type="checkbox"/>
Wood Surfaces		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brick Surfaces		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Roofs		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Windows		<input type="checkbox"/>	<input type="checkbox"/>
Glass		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Screens		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leaks from Glass		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outside Frame/Molding		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Doors (Replacement)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Keys, Locks & Hardware		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Front Door		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paint Exterior		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Foundation		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Doorbell Button		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fences		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gutters & Downspouts		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Patio/Balcony		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unit Numbers		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mailboxes		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keys & Locks		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doors		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parking		<input type="checkbox"/>	<input type="checkbox"/>
Carports		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Towing		<input type="checkbox"/>	<input checked="" type="checkbox"/>
From "No Parking Zone"		<input type="checkbox"/>	<input checked="" type="checkbox"/>
From Assigned Space		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interior Structure		<input type="checkbox"/>	<input type="checkbox"/>
Sheetrock		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carpet		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appliances		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electrical		<input type="checkbox"/>	<input type="checkbox"/>
Outlets/Lights Switched from Inside		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lights on Photocell/Timer		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Photocells/Timers		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Common Area Lighting		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Circuit Breakers & Panels		<input type="checkbox"/>	<input type="checkbox"/>
Control Interior Wiring		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Control Common Area Wiring		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior Wiring		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plugs, Switches & Fixtures		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exterior Wiring		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Front porch Lighting is h/o		<input type="checkbox"/>	<input type="checkbox"/>
Plumbing		<input type="checkbox"/>	<input type="checkbox"/>
Before Entry into Unit (Exterior)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
After Entry into Unit (Interior)		<input type="checkbox"/>	<input type="checkbox"/>
Service to only One Unit		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Service to Multiple Units		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Cut-off Valve (Exterior)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fixtures Inside Unit		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Dilston House Responsibility Chart

Category	Assoc. Owner Notes		
Hot Water Heater		<input checked="" type="checkbox"/>	<input type="checkbox"/>
A/C Plumbing Pipes		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hot/Cold Valves in Crawl Space		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Air Conditioning & Heating		<input type="checkbox"/>	<input type="checkbox"/>
Exterior Unit		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interior Unit	HOA only resp. for N. & S. Towers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clogged Drain Line		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utilities		<input type="checkbox"/>	<input type="checkbox"/>
Common Area Water & Sewer		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Common Area Electricity		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unit Electricity		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Services		<input type="checkbox"/>	<input type="checkbox"/>
Basic Cable TV		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trash Pickup		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exterminating	Dumpsters located @ carports	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Subterranean Termites		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exterior Ants		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interior Subterranean Termites		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interior Ants & Roaches		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Insurance		<input type="checkbox"/>	<input type="checkbox"/>
Structure (Hazard Insurance)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contents		<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 over this chart.